

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <b>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</b>				1. REQUISITION NUMBER		PAGE 1 OF	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER	
						6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER ( <i>No collect calls</i> )	
						8. OFFER DUE DATE/ LOCAL TIME	
9. ISSUED BY		CODE		10. THIS ACQUISITION IS			
				<input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE:     % FOR: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> SMALL BUSINESS  <input type="checkbox"/> HUBZONE SMALL BUSINESS  <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS         </div> <div> <input type="checkbox"/> EMERGING SMALL BUSINESS  <input type="checkbox"/> 8(A)         </div> </div> NAICS: SIZE STANDARD:			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
<input type="checkbox"/> SEE SCHEDULE						14. METHOD OF SOLICITATION	
						<input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO		CODE		16. ADMINISTERED BY			
				CODE			
17a. CONTRACTOR/OFFEROR		CODE		FACILITY CODE		18a. PAYMENT WILL BE MADE BY	
						CODE	
TELEPHONE NO.				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				<input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>							
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT ( <i>For Govt. Use Only</i> )	
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA						<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA						<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED					29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA ( <i>SIGNATURE OF CONTRACTING OFFICER</i> )			
30b. NAME AND TITLE OF SIGNER ( <i>Type or print</i> )		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER ( <i>Type or print</i> )		31c. DATE SIGNED	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED
 ☐ INSPECTED
 ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				

38. S/R ACCOUNT NO.	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY ( <i>Print</i> )
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	42b. RECEIVED AT ( <i>Location</i> )
41c. DATE	42c. DATE REC'D ( <i>YY/MM/DD</i> )
	42d. TOTAL CONTAINERS

## **SECTION B – SERVICES AND PRICES**

### **B.1 SCOPE OF SERVICES**

The Contractor shall supply personnel, supplies and equipment necessary to provide facilities maintenance services at International Broadcasting Bureau, Philippines Transmitting Station (IBB/PTS), Tinang, Concepcion, Tarlac, as described in Section D, Facilities Maintenance Services Performance Orientated Work Statement of this contract and exhibits.

### **B.2 TYPE OF CONTRACT**

This is a combination type contract with firm fixed-prices for scheduled maintenance services as defined in Section D and indefinite delivery/indefinite quantity for Temporary Additional Services of like kind. The firm fixed-price will include all work, including furnishing all labor, materials, equipment and services, overhead and profit, unless otherwise specified.

Individual task orders for unscheduled or emergency services will be issued using the fixed hourly rates identified below. The fixed hourly rates shall include wages, overhead, general and administrative expenses, and profit. Oral orders may be placed by the Contracting Officer Technical Representative (COTR) for emergency services; however, they shall be confirmed in writing within 24 hours of the oral instructions.

### **B.3 PRICES/COSTS**

B.3.1 All prices shall be submitted in Philippine currency (pesos, ₱) and **include Overhead and GA profit.**

#### **B.3.2 Scheduled Maintenance Services**

(a) In consideration of satisfactory performance of all scheduled services required under this contract, the Contractor shall be paid a firm fixed-price per month for Scheduled Maintenance and Related Services. No additional sums will be payable on account of any escalation in the cost of materials, equipment or labor, or because of the Contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required by the services required herein. Nor will the contract price be adjusted on account of fluctuations in the currency exchange rate.

(b) Premium pay for services required to be provided on holidays is included only in the fixed prices for Unscheduled Maintenance Services.

(c) Scheduled services that cannot be completed within the normal duty hours shall be paid in accordance with the applicable rates described under Sections B.4.2 and B.5.2, using hourly increments.

#### **B.3.3 Unscheduled Maintenance Services**

The labor categories and fixed hourly rates per labor category, stated under Sections B.4.2 & B.5.2, shall be used for establishing a firm-fixed price for the task orders. Each task order shall be negotiated individually by determining in advance of the start of work the labor categories and number of hours required and by multiplying the hourly rates by the number of hours.

#### **B.3.4 Emergency Services**

Task orders for emergency services shall be issued and priced at the rates described in Sections B.4.3 and B.5.3.

#### **B.4 BASE PERIOD PRICES**

##### **B.4.1 Scheduled Maintenance Services**

Firm-fixed price for the Base Year period from notice to proceed and continuing for a period of 12 months for all work specified in Section D except for work specifically identified as being included in the Unscheduled Maintenance and Emergency Services portions of the contract. The types of services required are as follows:

<u>Types of Service</u>	<u>Monthly Rate</u>	<u>Annual Rate</u>
Real Property Maintenance and Repair Services	₱	₱
Appliance and Equipment Services	₱	₱
Plumbing Services	₱	₱
Rigging Services	₱	₱
Machining Work and Metal Fabrication	₱	₱
Sub-Total Amount (B.4.1)	₱	₱

##### **B.4.2 Unscheduled Maintenance Services**

Price for labor in the Base Year Period from notice to proceed and continuing for a period of 12 months, to perform services that cannot be identified in sufficient detail to be included in Section B.4.1. This work is described in Section D.1.8. The quantities listed below are estimates provided solely for the purpose of offer evaluation and establishing funding.

Services are not required during American Holidays, however, if requested by the Government, payment shall be based on the rates under Scheduled Maintenance Services specified under Section B.4.1, pro-rated on an hourly basis and will be billed separately as unscheduled maintenance service.

<u>Estimated Types of Service</u>	<u>Hourly Rate</u>	<u>Estimated Hours</u>	<u>Total Estimated Cost</u>
1) Real Property Maintenance and Repair Services			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
b) Services performed during Saturdays and Sundays: Between the hours of 8:00 A.M. & 4:30 P.M.	₱	80	₱
2) Machining Work and Metal Fabrication			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
3) Services to be provided at USG leased houses in Manila			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
Sub-Total Amount (B.4.2)			₱

For services to be provided at USG leased houses in Manila that cannot be completed until 4:30 P.M., if Contractor personnel assigned to perform the services shall originate from Tinang, they will be transported back to IBB, Tinang, via Government transportation and will return the following day to continue and complete the work. If Contractor personnel assigned to perform the work shall originate from points other than Tinang, proposed transportation costs shall be submitted to the COTR and will be subject to separate negotiation.

#### **B.4.3 Emergency Services**

For emergencies occurring during a normal business day and hours, at the rates identified above, no additional cost will be paid to the Contractor. For overtime work or emergencies occurring on other than a normal day or hours the following rates shall apply:

<b><u>Types of Services</u></b>	<b><u>Estimated Hourly Rate</u></b>	<b><u>Estimated No. of Hours</u></b>	<b><u>Total Amount</u></b>
Appliance & Equipment Services	₱	80	₱
Plumbing Services	₱	100	₱
Rigging Services	₱	850	₱
Sub-Total (B.4.3)			₱

#### **B.4.4 Base Year Period Contract Price**

The total amount of the Base Year Period is the sum of the above following Sub-Totals: B.4.1, B.4.2 and B.4.3.

B.4.1	Scheduled Maintenance Services	₱
B.4.2	Unscheduled Maintenance Services	₱
B.4.3	Emergency Services	₱
	<b>TOTAL BASE YEAR AMOUNT</b>	₱

#### **B.4.5 Minimum and Maximum Amounts for Unscheduled Maintenance and Emergency Services**

During this contract period, the Government shall place orders totaling a minimum of ₱27, 000.00. This reflects the contract minimum for unscheduled orders for this period of performance. The amount of all orders shall not exceed the total amount under Sections B.4.2 and B.4.3. This reflects the contract maximum for unscheduled services for this period of performance.

### **B.5 OPTION YEAR PERIOD PRICES**

#### **B.5.1 Scheduled Maintenance Services**

Firm-fixed price for the First Option Year period for all work specified in Section D except for work specifically identified as being included in the Unscheduled Maintenance and Emergency Services portions of the contract. The types of services required are as follows:

##### **Option Year I, 2009-2010:**

<b><u>Types of Service</u></b>	<b><u>Monthly Rate</u></b>	<b><u>Annual Rate</u></b>
Real Property Maintenance and Repair Services	₱	₱
Appliance and Equipment Services	₱	₱
Plumbing Services	₱	₱
Rigging Services	₱	₱
Machining Work and Metal Fabrication	₱	₱
Sub-Total Amount (Opt I – B.5.1)	₱	₱

**Option Year II, 2010-2011:**

<u>Types of Service</u>	<u>Monthly Rate</u>	<u>Annual Rate</u>
Real Property Maintenance and Repair Services	₱	₱
Appliance and Equipment Services	₱	₱
Plumbing Services	₱	₱
Rigging Services	₱	₱
Machining Work and Metal Fabrication	₱	₱
Sub-Total Amount (Opt II – B.5.1)	₱	₱

**Option Year III, 2011-2012:**

<u>Types of Service</u>	<u>Monthly Rate</u>	<u>Annual Rate</u>
Real Property Maintenance and Repair Services	₱	₱
Appliance and Equipment Services	₱	₱
Plumbing Services	₱	₱
Rigging Services	₱	₱
Machining Work and Metal Fabrication	₱	₱
Sub-Total Amount (Opt III – B.5.1)	₱	₱

**Option Year IV, 2012-2013:**

<u>Types of Service</u>	<u>Monthly Rate</u>	<u>Annual Rate</u>
Real Property Maintenance and Repair Services	₱	₱
Appliance and Equipment Services	₱	₱
Plumbing Services	₱	₱
Rigging Services	₱	₱
Machining Work and Metal Fabrication	₱	₱
Sub-Total Amount (Opt IV– B.5.1)	₱	₱

**B.5.2 Unscheduled Maintenance Services**

Price for labor during the First Option Year Period, to perform services that cannot be identified in sufficient detail to be included in Section B.5.1. This work is described in Section D.1.8. The quantities listed below are estimates provided solely for the purpose of offer evaluation and establishing funding.

**Option Year I, 2009-2010:**

<u>Estimated Types of Service</u>	<u>Hourly Rate</u>	<u>Estimated Hours</u>	<u>Total Estimated Cost</u>
1) Real Property Maintenance and Repair Services			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱

b) Services performed during Saturdays and Sundays: Between the hours of 8:00 A.M. & 4:30 P.M.	₱	80	₱
<b>2) Machining Work and Metal Fabrication</b>			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
<b>3) Services to be provided at USG leased houses in Manila</b>			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
<b>Sub-Total Amount (B.5.2)</b>			₱

**Option Year II, 2010-2011:**

<b>Estimated Types of Service</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>1) Real Property Maintenance and Repair Services</b>			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
b) Services performed during Saturdays and Sundays: Between the hours of 8:00 A.M. & 4:30 P.M.	₱	80	₱
<b>2) Machining Work and Metal Fabrication</b>			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
<b>3) Services to be provided at USG leased houses in Manila</b>			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
<b>Sub-Total Amount (B.5.2)</b>			₱

**Option Year III, 2011-2012:**

<b>Estimated Types of Service</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>1) Real Property Maintenance and Repair Services</b>			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
b) Services performed during Saturdays and Sundays: Between the hours of 8:00 A.M. & 4:30 P.M.	₱	80	₱
<b>2) Machining Work and Metal Fabrication</b>			

a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
3) Services to be provided at USG leased houses in Manila			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
<b>Sub-Total Amount (B.5.2)</b>			₱

**Option Year IV, 2012-2013:**

<b>Estimated Types of Service</b>	<b><u>Hourly Rate</u></b>	<b><u>Estimated Hours</u></b>	<b><u>Total Estimated Cost</u></b>
1) Real Property Maintenance and Repair Services			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
b) Services performed during Saturdays and Sundays: Between the hours of 8:00 A.M. & 4:30 P.M.	₱	80	₱
2) Machining Work and Metal Fabrication			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
3) Services to be provided at USG leased houses in Manila			
a) Services performed beyond the standard work hours other than holidays: Before 8:00 A.M. & After 4:30 P.M.	₱	24	₱
<b>Sub-Total Amount (B.5.2)</b>			₱

Services are not required during American Holidays, however, if requested by the Government, payment shall be based on the rates under Scheduled Maintenance Services specified under Section B.4.1, pro-rated on an hourly basis and will be billed separately as unscheduled maintenance service.

For services to be provided at USG leased houses in Manila that cannot be completed until 4:30 P.M., if Contractor personnel assigned to perform the services shall originate from Tinang, they will be transported back to IBB, Tinang, via Government transportation and will return the following day to continue and complete the work. If Contractor personnel assigned to perform the work shall originate from points other than Tinang, proposed transportation costs shall be submitted to the COTR and will be subject to separate negotiation.

### B.5.3 Emergency Services

For emergencies occurring during a normal business day and hours, at the rates identified above, no additional cost will be paid to the Contractor. For overtime work or emergencies occurring on other than a normal day or hours, the following rates shall apply:

#### **Option Year I, 2009-2010:**

<b><u>Types of Services</u></b>	<b><u>Estimated Hourly Rate</u></b>	<b><u>Estimated No. of Hours</u></b>	<b><u>Total Amount</u></b>
Appliance & Equipment Services	₱	80	₱
Plumbing Services	₱	100	₱
Rigging Services	₱	850	₱
Sub-Total (B.5.3)			₱

#### **Option Year II, 2010-2011:**

<b><u>Types of Services</u></b>	<b><u>Estimated Hourly Rate</u></b>	<b><u>Estimated No. of Hours</u></b>	<b><u>Total Amount</u></b>
Appliance & Equipment Services	₱	80	₱
Plumbing Services	₱	100	₱
Rigging Services	₱	850	₱
Sub-Total (B.5.3)			₱

#### **Option Year III, 2011-2012:**

<b><u>Types of Services</u></b>	<b><u>Estimated Hourly Rate</u></b>	<b><u>Estimated No. of Hours</u></b>	<b><u>Total Amount</u></b>
Appliance & Equipment Services	₱	80	₱
Plumbing Services	₱	100	₱
Rigging Services	₱	850	₱
Sub-Total (B.5.3)			₱

#### **Option Year IV, 2012-2013:**

<b><u>Types of Services</u></b>	<b><u>Estimated Hourly Rate</u></b>	<b><u>Estimated No. of Hours</u></b>	<b><u>Total Amount</u></b>
Appliance & Equipment Services	₱	80	₱
Plumbing Services	₱	100	₱
Rigging Services	₱	850	₱
Sub-Total (B.5.3)			₱

### B.5.4 Option Year Periods Contract Price

The total amount of the Option Year Periods is the sum of the above following Sub-Totals: B.5.1, B.5.2 and B.5.3.

#### **Option Year I, 2009-2010:**

B.5.1	Scheduled Maintenance Services	₱
B.5.2	Unscheduled Maintenance Services	₱
B.5.3	Emergency Services	₱
	<b>TOTAL OPTION I AMNT</b>	₱

#### **Option Year II, 2010-2011:**

B.5.1	Scheduled Maintenance Services	₱
B.5.2	Unscheduled Maintenance Services	₱
B.5.3	Emergency Services	₱
	<b>TOTAL OPTION II AMNT</b>	₱

#### **Option Year III, 2011-2012:**

B.5.1	Scheduled Maintenance Services	₱
B.5.2	Unscheduled Maintenance Services	₱
B.5.3	Emergency Services	₱
	<b>TOTAL OPTION III AMNT</b>	<b>₱</b>

**Option Year IV, 2012-2013:**

B.5.1	Scheduled Maintenance Services	₱
B.5.2	Unscheduled Maintenance Services	₱
B.5.3	Emergency Services	₱
	<b>TOTAL OPTION IV AMNT</b>	<b>₱</b>

**B.5.5 Minimum and Maximum Amounts for Unscheduled Maintenance and Emergency Services**

During this contract period, the Government shall place orders totaling a minimum of ₱27, 000.00. This reflects the contract minimum for unscheduled orders for this period of performance. The amount of all orders shall not exceed the total amount under Sections B.5.2 and B.5.3. This reflects the contract maximum for unscheduled services for this period of performance.

**B.6 TOTAL CONTRACT PRICE**

<b>Period</b>	<b>Amount</b>
Base	₱
Option I	₱
Option II	₱
Option III	₱
Option IV	₱
<b>Grand Total</b>	<b>₱</b>

**B.7 PROVISION ON VALUE ADDED TAX (V.A.T)**

The U.S. Government is exempt from payment of taxes as a qualifying entity under Section 3(b)(3) of Revenue Regulations No. 6-97 dated January 2, 1997. In accordance with this regulation, all sales made by Contractors or supplies to the U.S. Government are subject to zero (0%) rate and are, therefore, not subject to the value added tax.

**[End of Section B]**

## **Section C -- Contract Clauses**

### **C.1 52.212-4 CONTRACT TERMS AND CONDITIONS -- COMMERCIAL ITEMS. (OCT 2003)**

(a) *Inspection/Acceptance.* The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price.

The Government must exercise its post-acceptance rights-

(1) Within a reasonable time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(b) *Assignment.* The Contractor or its assignee may assign its rights to receive payment due as a result of performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727). However, when a third party makes payment (e.g., use of the Government wide commercial purchase card), the Contractor may not assign its rights to receive payment under this contract.

(c) *Changes.* Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) *Disputes.* This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) *Definitions.* The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.

(f) *Excusable delays.* The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) *Invoice.*

(1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include-

(i) Name and address of the Contractor;

(ii) Invoice date and number;

(iii) Contract number, contract line item number and, if applicable, the order number;

(iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;

(v) Shipping number and date of shipment, including the bill of lading number and

- weight of shipment if shipped on Government bill of lading;
- (vi) Terms of any discount for prompt payment offered;
- (vii) Name and address of official to whom payment is to be sent;
- (viii) Name, title, and phone number of person to notify in event of defective invoice; and
- (ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.
- (x) Electronic funds transfer (EFT) banking information.
  - (A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.
  - (B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer-Other Than Central Contractor Registration), or applicable agency procedures.
  - (C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

(h) *Patent indemnity.* The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

(i) *Payment.* -

(1) Items accepted. Payment shall be made for items accepted by the Government that have been delivered to the task destinations set forth in this contract.

(2) Prompt payment. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and prompt payment regulations at 5 CFR part 1315.

(3) Electronic Funds Transfer (EFT). If the Government makes payment by EFT, see 52.212-5(b) for the appropriate EFT clause.

(4) Discount. In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date, which appears on the payment check, or the specified payment date if an electronic funds transfer payment is made.

(5) Overpayments. If the Contractor becomes aware of a duplicate contract financing or invoice payment or that the Government has otherwise overpaid on a contract financing or invoice payment, the Contractor shall immediately notify the Contracting Officer and request instructions for disposition of the overpayment.

(j) *Risk of loss.* Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:

- (1) Task of the supplies to a carrier, if transportation is f.o.b. origin; or

(2) Task of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.

(k) *Taxes.* The contract price includes all applicable Federal, State, and local taxes and duties.

(l) *Termination for the Government's convenience.* The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred, which reasonably could have been avoided.

(m) *Termination for cause.* The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(n) *Title.* Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.

(o) *Warranty.* The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(p) *Limitation of liability.* Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

(q) *Other compliances.* The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.

(r) *Compliance with laws unique to Government contracts.* The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. 327, et seq., Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 41 U.S.C. 265 and 10 U.S.C. 2409 relating to whistleblower protections; 49 U.S.C. 40118, Fly American; and 41 U.S.C. 423 relating to procurement integrity.

(s) *Order of precedence.* Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order:

- (1) The schedule of supplies/services.
- (2) The Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause.
- (3) The clause at 52.212-5.
- (4) Addenda to this solicitation or contract, including any license agreements for computer software.
- (5) Solicitation provisions if this is a solicitation.
- (6) Other paragraphs of this clause.
- (7) The Standard Form 1449.

- (8) Other documents, exhibits, and attachments.
- (9) The specification.

(t) *Central Contractor Registration (CCR).*

(1) Unless exempted by an addendum to this contract, the Contractor is responsible during performance and through final payment of any contract for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(2)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in FAR Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to

- (A) change the name in the CCR database;
- (B) comply with the requirements of Subpart 42.12; and
- (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (t)(2)(i) of this clause, or fails to perform the agreement at paragraph (t)(2)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(3) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(4) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

**(End of Clause)**

**C.2 ADDENDUM TO FAR 52.212-4**

None

**C.3 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS - COMMERCIAL ITEMS. (OCT 2004)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).
- (2) 52.233-4, Applicable Law for Breach of Contract Claim (Oct 2004) (Pub. L. 108-77, 108-78)

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

☒ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Jul 1995), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

☐ (2) 52.219-3, Notice of Total HUBZone Set-Aside (Jan 1999) (15 U.S.C. 657a).

☐ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

☐ (4) (i) 52.219-5, Very Small Business Set-Aside (June 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

☐ (ii) Alternate I (Mar 1999) of 52.219-5.

☐ (iii) Alternate II (June 2003) of 52.219-5.

☐ (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (June 2003) (15 U.S.C. 644).

☐ (ii) Alternate I (Oct 1995) of 52.219-6.

☐ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

☐ (ii) Alternate I (Oct 1995) of 52.219-7.

☐ (7) 52.219-8, Utilization of Small Business Concerns (Oct 2000) (15 U.S.C. 637(d)(2) and (3)).

☐ (8) (i) 52.219-9, Small Business Subcontracting Plan (Jan 2002) (15 U.S.C. 637(d)(4)).

☐ (ii) Alternate I (Oct 2001) of 52.219-9.

☐ (iii) Alternate II (Oct 2001) of 52.219-9.

☒ (9) 52.219-14, Limitations on Subcontracting (Dec 1996) (15 U.S.C. 637(a)(14)).

☐ (10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (June 2003) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

☐ (ii) Alternate I (June 2003) of 52.219-23.

\_\_\_ (11) 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting (Oct 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (12) 52.219-26, Small Disadvantaged Business Participation Program-Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (13) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004)

\_\_\_ (14) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

\_\_\_ (15) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (Jan 2004) (E.O. 13126).

\_\_\_ (16) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).

\_\_\_ (17) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246).

\_\_\_ (18) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001) (38 U.S.C. 4212).

\_\_\_ (19) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998) (29 U.S.C. 793).

\_\_\_ (20) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001) (38 U.S.C. 4212).

\_\_\_ (21)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Aug 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

\_\_\_ (ii) Alternate I (Aug 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

\_\_\_ (22) 52.225-1, Buy American Act-Supplies (June 2003) (41 U.S.C. 10a-10d).

\_\_\_ (23)(i) 52.225-3, Buy American Act-North American Free Trade Agreement-Israeli Trade Act (Oct 2004) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note).

\_\_\_ (ii) Alternate I (Jan 2004) of 52.225-3.

\_\_\_ (iii) Alternate II (Jan 2004) of 52.225-3.

\_X\_ (24) 52.225-5, Trade Agreements (Oct 2004) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

\_X\_ (25) 52.225-13, Restrictions on Certain Foreign Purchases (Oct 2003) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

\_\_\_ (26) 52.225-15, Sanctioned European Union Country End Products (Feb 2000) (E.O. 12849).

\_\_\_ (27) 52.225-16, Sanctioned European Union Country Services (Feb 2000) (E.O. 12849).

\_\_\_ (28) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_\_\_ (29) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_\_\_ (30) 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration (Oct 2003) (31 U.S.C. 3332).

\_x\_ (31) 52.232-34, Payment by Electronic Funds Transfer-Other than Central Contractor Registration  
(May 1999) (31 U.S.C. 3332).

\_x\_ (32) 52.232-36, Payment by Third Party (May 1999) (31 U.S.C. 3332).

\_x\_ (33) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

     (34)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Apr 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).

     (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

     (1) 52.222-41, Service Contract Act of 1965, as Amended (May 1989) (41 U.S.C. 351, et seq.).

     (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

     (3) 52.222-43, Fair Labor Standards Act and Service Contract Act-Price Adjustment (Multiple Year and Option Contracts) (May 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

     (4) 52.222-44, Fair Labor Standards Act and Service Contract Act-Price Adjustment (Feb 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

     (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA) (May 1989) (41 U.S.C. 351, et seq.).

(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

- (e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause-
- (i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
  - (ii) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246).
  - (iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001) (38 U.S.C. 4212).
  - (iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).
  - (v) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).
  - (vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Apr 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.
- (2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

**(End of clause)**

#### **C.4 OPTIONS**

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days from the end of the performance period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed one (1) base year and four (4) option years.
- (d) Prior to the exercising of any option, the Government and the Contractor will mutually agree to the amount of annual increase, if any. The option to extend the performance period will be promulgated via a written, bilateral contract modification to be executed between the BBG/IBB Contracting Officer and the Contractor's authorized representative.

**(End of clause)**

**C.5 AUTHORIZED REPRESENTATIVE OF THE CONTRACTING OFFICER**

The Contracting Officer will appoint by letter a Contracting Officer Technical Representative (COTR), who will have the responsibility of ensuring that the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the letter of authorization or this contract. It is understood and agreed, in particular, that the COTR shall not have authority to make changes in the scope or terms and conditions of the contract unless and only to the extent that such authority is specified in the letter of authorization or the contract. THE RESULTANT CONTRACTOR IS HEREBY FOREWARNED THAT, ABSENT THE REQUISITE AUTHORITY OF THE COTR TO MAKE ANY SUCH CHANGES, IT MAY BE HELD FULLY RESPONSIBLE FOR ANY CHANGES NOT AUTHORIZED IN ADVANCE, IN WRITING, BY THE CONTRACTING OFFICER, MAY BE DENIED COMPENSATION OR OTHER RELIEF FOR ANY ADDITIONAL WORK PERFORMED THAT IS NOT SO AUTHORIZED, AND MAY ALSO BE REQUIRED, AT NO ADDITIONAL COST TO THE GOVERNMENT, TO TAKE ALL CORRECTIVE ACTION NECESSITATED BY REASON OF THE UNAUTHORIZED ACTIONS.

(End of clause)

**C.6 SUBMISSION OF INVOICES**

Invoices shall be submitted in an original and three (3) copies to the COTR at the following address:

STATION MANAGER  
For COTR  
International Broadcasting Bureau  
Philippines Transmitting Station  
Tinang, Concepcion, Tarlac

**C.7 SPECIAL CONTRACT REQUIREMENTS**

**C.7.1 Security**

The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual. The contractor shall provide the names, biographic data and police clearance on all contractor personnel who shall be used on this contract prior to their utilization. Upon approval of their utilization, the Government shall issue identity cards to contractor personnel, each of whom shall display his/her card(s) on the uniform at all times while on Government property or while on duty at private residences. These identity cards are the property of the Government and the contractor is responsible for their return upon termination of the contract, when an employee leaves contractor service, or at the request of the Government.

**C.7.2 Government Furnished Materials**

The contractor has the option to reject any or all Government furnished property or items (see D.2, Exhibit C - GOVERNMENT MATERIALS). However, if rejected, the contractor shall provide all necessary property, equipment or items, adequate in quantity and suitable for the intended purpose, to perform all work and provide all services with no additional cost to the Government. All Government furnished property or items are provided in an "as is" condition and shall be used only in connection with performance under this contract. The contractor is responsible for the proper care, and use of Government property in its possession or control from time of receipt until properly relieved of responsibility in accordance with the terms of the contract. Negligent use of Government furnished property that results in damage or destruction is cause for repair or replacement at the contractor's expense. The Contractor is responsible for the normal maintenance of Government furnished equipment in his possession.

### **C.7.3 Standards of Conduct**

- (a) General. The contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance and integrity and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. Each contractor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer, and the United States Government. The Government reserves the right to direct the contractor to remove an employee from the work site for failure to comply with the standards of conduct. The contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the Government.
- (b) Uniforms and Personal Equipment. The contractor's employees shall wear clean, neat and complete uniforms when on duty. All employees shall wear uniforms approved by the Contracting Officer Technical Representative (COTR). The contractor shall provide for each employee and supervisor, uniforms and personal equipment as detailed in Section D.2, Exhibit B - CONTRACTOR FURNISHED MATERIALS. The contractor shall bear the cost of purchasing, cleaning, pressing, and repair of the uniforms.
- (c) Neglect of duties shall not be condoned. This includes sleeping while on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours and refusing to render assistance or cooperate in upholding the integrity of the work site security.
- (d) Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in disruptive activities, which interfere with normal and efficient Government operations.
- (e) Intoxicants and Narcotics. The contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances which produce similar effects.
- (f) Criminal Actions. Contractor employees may be subject to criminal actions as allowed by law in certain circumstances. These include but are not limited to the following actions: falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omission from official documents or records; unauthorized use of Government property, theft, vandalism, or immoral conduct; unethical or improper use of official authority or credentials; security violations; organizing or participating in gambling in any form; and misuse of weapons.
- (g) Key Control. The contractor shall receive, secure, issue and account for any keys issued for access to buildings, offices, equipment, gates, etc., for the purposes of this contract. Keys shall not be duplicated without the COTR's approval. Where it is determined that the contractor or its agents have duplicated a key without permission of the COTR, the contractor shall remove the individual(s) responsible from performing work under the contract. If the contractor has lost any such keys, the contractor shall immediately notify the COTR. In either event, the contractor shall reimburse the Government for the cost of re-keying that portion of the system so compromised.

### **C.7.4 Employee Qualification Standards**

The Contractor shall ensure that Contractor's employees employed under this contract are trained in their respective duties and security responsibilities relevant to their jobs. The Contractor shall ensure that all personnel assigned to this contract possess the skills and experience necessary for accomplishing their individual tasks. They must be tactful yet effective in dealing with American personnel. Personnel assigned to perform the services required under this contract shall meet the following minimum requirements. The Contractor shall immediately remove any employee the Government determines as having failed to meet these requirements, at the sole discretion of the Government and at no additional cost. The Contractor shall immediately replace any removed

employee with an employee meeting these requirements and shall ensure full continuity of all specified services.

**(1) Real Property Maintenance and Repair Services**

Real Property Maintenance Crew shall be skilled in a variety of trades such as carpentry, painting, masonry, plumbing, roofing, welding and fabrication, and minor construction work. Shall be knowledgeable in utilizing the tools of his trade. Completion of high school and/or vocational training is required. Shall have a good working knowledge of the English language in order to coordinate work with the USG employees.

**(2) Appliance and Equipment Systems Operation Maintenance and Repair**

**(a) Electrical Services**

Electricians shall be licensed electricians in low voltage residential, commercial and industrial electrical systems. Must be capable of repairing and replacing various lighting fixtures in offices, shops, street, and perimeter and antenna field. This shall include switch panels, outlets, wiring and conduits, circuit breakers, fuses, motors, and other items in the station low voltage electrical system. Shall be knowledgeable in the maintenance of low voltage load and power panels, emergency and exit lights, electrical manholes and hand holes. Shall be able to repair electrical motors, repair and maintain sliding gates, security gates, switch bay lighting, street and perimeter lighting, which include 480V systems. This includes replacement of wiring, conduits, grounding, etc. All work shall conform to the U.S. National Electrical Code as published by National Fire Protection Association NFPA 70.

**(b) Air Conditioning and Appliance Maintenance Services**

Appliance technician shall have at least three (3) years experience. Shall be skilled in the servicing and repair of household appliances such as electric and gas stoves, microwave oven, refrigerators and freezers, hot water heaters, washing machines, mosquito control machines, electric clothes dryers, etc. Shall be able to speak and read English competently.

Air Conditioning Technicians shall have air conditioning skills in the repair and maintenance of window and split type residential AC units and large central AC units. Shall be an air-conditioning or refrigeration school graduate and have competent electrical skills and knowledge. Must possess and be able to use hand tools of the trade. Shall be able to speak and read English competently.

**(3) Water/Waste Treatment and Plumbing Services**

**(a) Water Treatment Plant Operator**

Water Treatment Plant Operator shall be a graduate from an appropriate vocational school and have successfully completed at least three-year apprenticeship program in this field. Shall be highly competent in the repair and operation of water system pumps, buried storage tanks, hydro-pneumatic tanks, sand and carbon filters, chlorinators, water softeners, pump control system, and water treatment system. This shall include daily inspection, reading and logging of equipment conditions as well as daily water consumption. Shall be able to speak and read English competently.

**(b) Plumber**

Plumber shall be a graduate from an appropriate vocational school and have successfully completed at least two years apprenticeship program in this field. Shall have experience in the repair of water distribution system plumbing works which shall include replacement of interior and exterior water fixtures for restroom, kitchen, and bathroom, interior and exterior water hydrants, water lines, pumps and pressure control systems. This scope shall include

maintenance and repair of sprinkler systems as well as fire fighting equipment. Shall be able to speak and read English competently.

**(4) Antenna Rigging Services**

Riggers shall have at least three (3) years experience in rigging to include antenna tower climbing to heights of 450 feet. Shall possess experience in the maintenance and repair of switch bays and transmission lines. Shall be skilled in metal fabrication and welding. Education and/or 2 years experience in electrical and/or mechanical fields are required. Completion of high school is required. Shall have completed U.S. OSHA required safety training.

**(5) Machining Work and Metal Fabrication Services**

Machinist shall have high technical skills in the field of fabrication and welding work. Shall be proficient in sheet metal and structural steel works. Shall be able to solder, braze, weld and form metal by cutting and shaping. Shall be familiar with fabrication of small and large components. Minimum knowledge on lathe and milling machines is required. At least 3 years experience as a machinist. Completion of high school education or vocational school is required.

**C.7.5 PERSONNEL HEALTH REQUIREMENTS**

All employees must be in good general health without physical defects or abnormalities, which would interfere with the performance of their duties. They shall be free from communicable disease. The Government reserves the right to request the Contractor to provide proof of physical examination performed by a licensed physician on the Contractor's employee(s) assigned for the performance of the services under this contract prior to the employee's assignment to duty and annually thereafter.

**C.7.6 Lawful Operation, Permits, And Indemnification**

(a) Employee Salary Benefits. The Government shall fund and pay only those employee benefits included in the fixed prices or hourly rates incorporated in this contract. The Government, its agencies, agents, and employees shall not be part of any legal action or obligation regarding these benefits, which may subsequently arise. Where local law requires bonuses, specific minimum wage levels, premium pay for holidays, payments for social security, pensions, sick or health benefits, severance payments, child care or any other benefit, the contractor is responsible for payments of such costs and must include all such costs in the fixed prices or hourly rates incorporated in this contract.

(b) Where local laws requires bonuses, specific minimum wage levels, premium pay for holidays, payments for social security, pensions, sick or health benefit, the Contractor is responsible for payments of such cost and must include all such costs in the fixed prices or hourly rates incorporated in this contract. Failure to include the above in the fixed prices or hourly rates incorporated in this contract does not exempt the contractor from complying with the law. Non-compliance on the mandated minimum wage and benefits could and generally affect the performance of the services and shall be construed as violation of this clause. The Government may exercise the right under FAR 52.246-4, Inspection and Services (Fixed Price) (Aug 1996) and/or terminate the contract for default, as deemed appropriate.

(c) Personal Injury, Property Loss or Damage (Liability). The contractor hereby assumes absolute responsibility and liability for any and all personal injuries or death and/or property damage or losses suffered due to negligence of the contractor's personnel in the performance of the services required under this contract. The contractor's assumption of absolute liability is independent of any insurance policies.

(d) Insurance. The contractor, at its own expense, shall provide and maintain during the entire period of performance of this contract whatever insurance is legally necessary. For those contractor employees assigned to this contract who are either United States citizens or hired in the United States or its possessions, the contractor shall provide workers' compensation

insurance in accordance with FAR 52.228-3. The contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the contractor, its officers, agents, servants, and employees, or any other person, arising from and incident to the contractor's performance of this contract. The contractor shall hold harmless and indemnify the Government from any and all claims arising there from, except in the instance of gross negligence on the part of the Government.

(e) Permits. Without additional cost to the Government, the contractor shall obtain all permits, licenses, and appointments required for the execution of work under this contract. The contractor shall obtain these permits, licenses, and appointments in compliance with applicable host country laws. The contractor shall provide evidence of possession or status of application for such permits, licenses, and appointments to the Contracting Officer with its proposal. Application, justification, fees, and certifications for any licenses required by the host government are entirely the responsibility of the offeror.

#### **C.7.7 Indemnification**

The contractor agrees to indemnify and to save the Government, its offices, agents, servants, and employees harmless from and against any claim, loss damages, injury and liability, however caused, resulting from or arising out of the Contractor's fault or negligence in connection with performance of work under this contract. Further, any negligence or alleged negligence of the Government, its offices, agents, servants or employees, shall not bar a claim for indemnification unless the act or omission of the Government, its officers, agents, servants, or employees is the sole competent, and producing cause of such claim, loss, damages, injury or liability.

#### **C.7.8 Payment In Local Currency**

All invoices shall be submitted in Philippine Peso ( ₱). The IBB will make payments in Philippine Peso.

**END OF SECTION C**

## **Section D -- Contract Documents, Exhibits, Attachments**

### **D.1 STATEMENT OF WORK**

The Contractor shall furnish personnel, management, transportation, and other items or services necessary to perform the work as defined in this Facilities Maintenance Services Performance Orientated Work Statement (PWS) in accordance with: Philippines Transmitting Station Management Instructions (SMIs), PTS Station Management Procedures (SMPs), unit Standard Operating Procedures (SOPs), equipment technical manuals and other written guidelines.

#### **D.1.1 Safety/Environmental**

- (a) The Contractor shall at all times comply with applicable U.S. OSHA and U.S. EPA requirements, the Station Safety Plan, and applicable Station SOP's, SMI's and SMP's.
- (b) The Contractor shall have a weekly safety meeting for his employees in which safety requirements are briefed.
- (c) The Contractor shall provide all employees with PPE as required.
- (d) The Contractor shall inspect all Contractor and Government furnished tools and equipment at least monthly and report inspection results to the COTR.

#### **D.1.2 Key Personnel**

- (1) The Contractor shall be responsible for providing qualified technicians and/or personnel (with at least one of each trade at the journeyman level or equivalent) with relevant experience of at least 3 years to meet the minimum requirements established to perform maintenance services in accordance to Section C. Personnel shall meet the minimum criteria for labor categories shown in Section C as identified in Section C.7.4, Employee Qualification Standards.
- (2) The Contractor's key personnel shall meet as necessary with Government personnel designated by the Contracting Officer to discuss immediate problem areas. Should contractual interpretation arise, the potential resolution will be brought to the attention of the Contracting Officer and the Contractor. Key person shall be the Contractor's Site Manager. He shall be physically present during normal work hours and shall have no other assigned duties.
- (3) All personnel assigned by the Contractor for the performance of the respective services shall be the Contractor personnel with the required skills, throughout the performance of the contract, and shall not be subcontracted.

#### **D.1.3 Definitions**

"Contracting Officer" means a person duly appointed with the authority to enter in and administer contracts on behalf of the Government.

"Contracting Officer Technical Representative" (COTR) means an individual designated in writing by the Contracting Officer to perform specific contract administration functions.

"Government" means the Government of the United States of America.

"Daily" as referred herein means Monday through Friday, except Philippine and American Holidays, between the hours of 8:00 A.M. and 4:30 P.M., except for Radio Frequency Powered/Hazardous Areas (RFPHA) which shall be accomplished between 12:00 P.M. and 2:30 P.M., Monday through Friday, except American and Philippine holidays. Refer to Section D.1.9.

"Emergency Services" are task orders which require immediate attention. May involve working other than the normal workday or hour as defined in D.1.9. Contractor is required to respond to

calls immediately and take action to minimize emergency situation. Emergency services performed during normal duty shall be at no additional cost to the Government, while services performed outside of the normal duty hours shall be paid in accordance with the applicable rates described under Sections B.4.3 and B.5.3.

“Scheduled Maintenance Services” includes all routine maintenance functions identified in Section D.

“Unscheduled Maintenance Services” includes minor maintenance and repair services, which are not identified in the Scheduled Maintenance and defined under Sections B.4.2 and D.1.8.

“Level IV English” means a person who possesses a high degree of proficiency in both written and spoken English.

“PPE” means Personal Protective Equipment.

“RFPHAs” means Radio Frequency Powered/Hazardous Areas.

“SOP” means Station Operating Procedure.

“SMI” means Station Management Instruction.

“US EPA” means United States Environmental Protection Agency.

“US OSHA” or “OSHA” means United States Occupational Safety and Health Agency.

“HVAC” means Heat Ventilating and Air Conditioning.

“GFCI” means Ground Floor Circuit Interrupter.

“SIS” means Satellite Interconnecting System.

“TVRO” means Television Receive Only.

“SSM” means Solid State Modulator.

“RF” means Radio Frequency.

“EEU” means Electrical Equipment Unit.

#### **D.1.4 Management**

(a) The Contractor shall manage the total work effort associated with the maintenance, repair, and all services required herein to assure full conformance and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to safety, quality control, planning, scheduling, cost accounting, report preparation, establishing and maintaining records and inventories. The Contractor shall provide an adequate staff of personnel with the necessary expertise to assure the performance of the work in accordance with sound and efficient management practices. Contractor’s designated key personnel must be capable of speaking and writing in English at Level IV. The Contractor shall develop a management plan to cover the requirements of this contract. The management plan shall be submitted to the COTR with a copy to the Contracting Officer, within 30 calendar days from receipt of the notice of award.

(b) The entire operation of the contracted services shall be superintended by the Contractor’s site manager, who shall maintain a close contact with the COTR in order to coordinate the performance of the contracted services with the needs of the Government.

**D.1.5 Work Control**

The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete the work requirements as stated herein.

The Contractor shall schedule and arrange work so as to cause the least inconvenience and least interference with the normal conduct of Government business. The Contractor shall never shut down utilities (water, electrical) without prior approval from the COTR, except in the case of emergencies where government property and/or personnel are in danger.

**D.1.6 Employee Certification/Training**

The Contractor shall ensure that employees have the required current and valid qualifications to meet the skill requirements before starting work. The Contractor shall instruct and train Contractor maintenance personnel in proper Preventive Maintenance procedures, assign specific maintenance responsibilities to qualified maintenance personnel, and develop a written reporting procedure to report maintenance and repair needs as part of the management plan.

The General Task Statement described in the succeeding sections indicates the skills necessary to provide the performance required by this contract.

(a) The Contractor shall ensure that employees have the required current and valid qualifications to meet the skill requirements before starting work. The Contractor shall instruct and train Contractor maintenance personnel in proper PM procedures, assign specific maintenance responsibilities to qualified maintenance personnel and develop written reporting procedure to report maintenance and repair needs.

(b) The Contractor shall ensure all vehicle/equipment operators possess a valid Philippine drivers license for all Government vehicular equipment to be operated.

**D.1.7 Quality Assurance**

The Contractor shall institute an appropriate inspection system including checklists of duties to be carried out, ensuring these duties are carried out by the supervisory staff and senior employees, and carrying out weekly inspections to determine whether the various services are being performed according to the contract requirements. Copies of the inspection reports shall be provided to the COTR.

Any shortcomings and/or substandard conditions noted in such inspections shall be promptly corrected and improved; any conditions beyond the responsibility of the Contractor shall be brought to the attention of the Contracting Officer or COTR, for disposition.

**D.1.8 Work Orders for Unscheduled Services**

For other than the scheduled recurring maintenance, which is outlined in the Recurring Task Schedules, the Contractor will receive work assignments via written work orders that have been approved by the COTR. The Contractor is also required to submit work orders to the COTR for approval prior to performing any maintenance activities other than work listed in the Recurring Work Schedules.

**A. Work Order Classification**

**(1) Routine**

Work Orders will be classified as routine calls when the work does not qualify as an emergency or urgent call. Routine work orders shall be used for maintenance, materials,

fabrications of equipment, and other upgrading or alteration work required to maintain buildings, grounds, and technical facilities within the design performance criteria to meet IBB/PTS requirement. Routine calls by the COTR or COTR authorized representative shall be considered and completed by the Contractor. All work orders will be approved by the COTR and delivered or picked up by the Contractor at the Facilities Maintenance Office. The Contractor will process the work orders and advise the COTR of the anticipated completion date.

(It should be noted that this is an estimated completion date and unforeseen circumstances may preclude the completion by this date). The Contractor will provide the COTR with a monthly status report of the progress. Routine calls or written work orders shall normally be accomplished during normal work hours, Monday through Friday, however, routine calls or written work orders for which appointments have been made may be performed other than during normal hours, at the sole discretion of the COTR.

(2) **Emergency**

Work Orders will be classified as an emergency when the work consists of correcting failures which constitute an immediate danger to occupants, threat to property or interfere with broadcast schedules, e.g., overflowing drains, roof leaks, broken water pipes, electrical power outages, electrical defects which may cause fire or shock, gas leaks, antenna and/or subsystem failures, transmitter failures, loss of air conditioning to mission essential equipment, etc. The Contractor shall respond immediately and must be on the job site and working within 30 minutes after receipt of an emergency service call during a normal duty day, and within two hours on a non-duty day and/or after normal duty hours. The Contractor shall work continuously without interruption and shall arrest the emergency condition before departing the job site (e.g. shut off water, restore HVAC systems, temporary patch roof leak, etc.). If further labor and materials are required to complete the repair, the call will be reclassified as either urgent or routine, as appropriate, at the sole discretion of the COTR. The corresponding completion time will then apply. However, only the COTR will make that determination.

(3) **Urgent**

Work orders will be classified as urgent when the work involves failure of ranges, refrigerators, water heaters, heating, air conditioning, antennas and subsystems, utility systems (water, electrical, drainage) and other failures in services which do not immediately endanger personnel or property, but is likely to threaten the mission and/or affect the health or well being of station personnel. The Contractor shall be on the job site and working within four hours after receipt of an urgent service call received during normal working hours, and within eight hours for urgent calls received after normal working hours, on weekends, or holidays. Once begun, the work shall be prosecuted to completion and must be completed within eight hours.

- B. After completion of each work order, the Contractor shall add the following information to the work order form and return to the Facilities Maintenance Office:

- (1) Description of work actually completed.
- (2) Brief description of material and parts used, including quantities.
- (3) Date and time work began.
- (4) Date and time work was completed.
- (5) Obtain the signature of requestor. The requestor's signature does not indicate satisfactory performance, only that work has been performed. Satisfactory performance shall be determined by the COTR.
- (6) Signature or initials of the Contractor's supervisor, indicating that quality control has been performed and the work have been satisfactorily completed.

**D.1.9 Normal Access Hours**

1. Firm-Fixed Price Services

The Contractor shall perform work during the following hours: Monday through Friday except Philippine and American Holidays, 8:00 A.M. TO 4:30 P.M., with 30 minutes lunch break, unless specified in specific tasks list.

2. Indefinite Quantity Work-Hour Labor

(a) There maybe an occasional need by the Contractor to schedule work outside of the hours or days stated above. Services are not required during American and Philippine holidays authorized by the American Embassy, unless authorized by the COTR, which will be covered under Section B, Indefinite Quantity Work-Hour Labor.

(b) There may be an occasional need by the Contractor to schedule work outside of the normal work area, (i.e., Manila). Payment of services rendered shall commence from the time of performance until satisfactory completion of the work order. Services are not required during American and Philippine holidays authorized by the American Embassy, unless authorized by the COTR, which will be covered under Section B, Indefinite Quantity Work-Hour Labor.

**D.1.10 Contingencies**

Known contingencies will be as listed in the specific tasks list.

**D.1.11 Locations of Work**

The services shall be performed at locations specified under Exhibit A of this contract.

**D.1.12 Inventory**

The Contractor and the Government Representative shall conduct a joint inventory before commencing work under this contract to determine the exact number and serviceability of Government furnished equipment. The Contractor shall then certify the findings of this inventory, assume accounting responsibility, and subsequently report inventory discrepancies to the Government Representative.

**D.1.13 Performance Requirements**

The Government will evaluate Contractor's performance under this contract using procedures outlined in US Department of State, Facilities Management Handbook.

**D.1.14 Work Orders**

For other than the scheduled recurring maintenance, which is outlined in the General Task Schedules, the Contractor will receive work assignments via written work order that has been approve by the COTR. The Contractor is also required to submit work orders to the COTR for approval prior to performing any maintenance activities other than work listed in the Recurring Work Schedules.

#### **D.1.15 Specific Task Area**

The following specific tasks are incorporated under the Facilities Maintenance Services Orientated Performance Work Statement (PWS):

- A. Real Property Maintenance and Repair Services
- B. Appliance & Equipment Services
- C. Plumbing Services
- D. Rigging Services
- E. Machining Work & Metal Fabrication

#### **D.1.15.1 REAL PROPERTY MAINTENANCE AND REPAIR SERVICES**

##### **General Task:**

The Contractor shall provide real property maintenance and repair of station facilities in accordance with the definitions, procedures and standards specified in this section. Painting shall be considered an integral part of the work, if required. All replacement parts, supplies and materials will be provided by the Government (refer to Exhibit C for Government Materials). Work shall include, but not be limited to the following:

1. Damaged or deteriorated wall areas shall be repaired or replaced to restore to a serviceable, structurally sound, and watertight condition. This includes, but is not limited to, replacing damaged masonry units, tuck pointing loose or eroded mortar joints, sealing penetrations in wall openings, replacing damaged or deteriorated structural members, siding, underlay, and exterior trim, replacing miscellaneous hardware items.
2. Damaged masonry units (brick or concrete block) shall be replaced with a unit of the same size, color and texture. The mortar shall be completely removed and the cavity cleaned and all debris removed. The masonry unit shall then be reseated in mortar and the remaining cavity packed with mortar. The brick shall be painted to match existing joints. Damaged mortar joints shall be chipped out, cleaned and dampened before being repainted.
3. Seams between window or door frames and exterior walls shall be caulked. Old joints shall be scraped and cleaned with a solvent recommended by the caulking manufacturer. The caulking shall be applied according to the manufacturer's directions.
4. Metal flashing and trim shall be kept in a good state of repair.
5. Exterior trim, including all exterior moldings, millwork, shutters, and cornice shall be repaired or replace as required. Surfaces to receive trim shall be thoroughly cleaned of sealant and paint builds up prior to installation of trim. Damaged or deteriorated insulation board or underlay shall be replaced with material of the same type, thickness and quality.
6. Damaged, deteriorated, or missing roofing, sheathing, flashing, gravel stops, miscellaneous roof structures and components, and structural supports shall be repaired or replaced as required to provide a watertight seal and to retain the original whole condition of the roof system.
7. Clogged gutters and downspouts shall be cleaned out. Broken, damaged, misaligned, or leaking gutters and downspout's shall be repaired or replaced with new material to match original as to gauge, type of material and finish, and loose hangers and fasteners shall be tightened. Missing wire guards, hangers and fasteners for gutters and downspout's, and splash blocks shall be replaced. Splash blocks shall be properly positioned to receive the impact of drainage water.

8. All trusses, joists, and other structural roof members shall be repaired or replaced as required to ensure the structure is safe for occupancy and structurally sound. While making repairs, inspection of other supporting members will be made and deficiencies reported to the Government Representative.
9. Exterior concrete (cement and asphalt) surfaced areas such as patios, sidewalks, garbage can pads, steps, and drive/roadways shall be repaired so that they are structurally sound, at original alignment and grade, and are free of damage and major cracks. Roots that cause or contribute to concrete damage shall be removed and the area backfilled. Masonry fences, planters, privacy walls, and steps, shall be repaired to replace missing or broken masonry units and repair deteriorated mortar parts, gaps, breaks, and loose components.
10. Damaged or deteriorated stairs and stairways, including treads, risers, nosing, stringers, brackets, balustrades, handrails, and other components shall be repaired or replaced as required.
11. Doors (including garage doors), windows and screens shall operate smoothly without binding or sticking in accordance with the manufacturer's design. Damaged, deteriorated, or missing doors, windows, and screens, and associated components shall be repaired or replaced as required. Caulking, glazing, and weather-stripping shall be fully intact to maintain a fully weather tight seal.
12. Replacement screening shall be of the same material as existing metallic screening. Small holes in screens may be repaired with a patch matching the existing screening. The free end wires of patches shall be bent around screen to secure patch in position. Exposed screening ends shall be cemented with colorless plastic cement. No exposed screening ends shall protrude from the screen. Warped screen doors and frames shall be straightened if possible to fit squarely in opening. If beyond repair, warped items shall be replaced.
13. Damaged, inoperable, or missing hardware such as hinges, locks, striker plates, latches, keepers, window operating mechanisms, door closures, springs, etc. shall be adjusted, repaired, or replaced.
14. The Contractor shall change out or re-tumble all locks as required. Locks will be maintained so as to be free of all defects and to operate quickly and smoothly without excessive force, as originally intended and designed.
15. Damaged and deteriorated walls, ceilings and related trim shall be repaired or replaced to provide an attractive surface which is free of noticeable cracks, spalls, raised areas, holes and dents, and marks and stains.
16. Wall covering which has been ripped, scarred, stained, or otherwise damaged shall be repaired or replaced as necessary.
17. Damaged or deteriorated flooring, sub-flooring, and structural members shall be repaired or replaced to provide a structurally sound, uniform, and aesthetic surface which is free of cracks, breaks, chips, tears, gouges, stains, and buckling.
18. Damaged or deteriorated tiles shall be replaced with matching tiles of the same thickness as original. Damaged tiles or tiles to be replaced shall be removed without affecting adjacent tiles and the affected area shall be cleared of all debris and moisture to provide a clean, uniform dry surface for the installation of new tile. If tile is replaced adjacent to a wall, vinyl baseboard shall be replaced or repaired as necessary.
19. Cracked, broken or chipped concrete floors, walkways and drives shall be patched with a non-shrinking cement mortar. Areas shall be cleaned and all loose concrete removed. Underlay surfaces shall be chipped to ensure bond with the patch. Shallow chip areas shall be chipped to provide space for an adequate patch thickness. The patch shall be finished even with the adjacent surfaces and finished to match existing texture.

20. Sagging and/or nonfunctioning curtain rods shall be restored to an operating condition if possible. If beyond repair, rods shall be replaced. Loose brackets shall be secured. Broken cords shall be replaced. Broken or missing drapery slides shall be replaced. Rods shall be level and parallel with the ceiling. Additional support brackets shall be installed to support sagging rods.
21. Venetian blinds and window shades shall be restored to a smooth operating condition.
22. Damaged caulking around sinks, shower stalls, tiles and accessories shall be chiseled out and replaced with a silicone base sealant as necessary.
23. Accessories such as paper holders, soap trays, dispensers, toothbrush holders, towel bars, and shower curtain rods shall be repaired or replaced as required.
24. Damaged or deteriorated cabinets, shelving, and counter tops shall be repaired or replaced as required. Missing or inoperative hardware shall be replaced.
25. Tile on floors, walls, and window stools and marble saddles that are broken, missing, cracked or discolored shall be replaced as required. Tiles, walls, and floors shall be re-grouted as required to provide a waterproof seal.
26. The Contractor shall repair or replace damaged, inoperative, or missing interior accessories including, but not limited to chain locks, paper holders, door bells, door knockers, soap trays, smoke detectors, door stops, light fixtures, and globes.
27. Painting work shall include both the interior and exterior of IBB facilities; however, it is limited to painting performed in conjunction with repair or replacement work and touch-up painting as necessary. All painting, whether interior or exterior, partial or complete, shall include all work necessary for a finished job including windows, doors frames, trim, molding, closets, and shelves. This includes all surface preparation, caulking, required spot priming, moving/protecting of furniture in occupied areas.
28. All damaged, broken, bent, missing, or corroded fencing and hardware shall be repaired or replaced. Loose fabric and strands shall be tightened and secured. Missing or loosened post caps shall be replaced and/or secured. Gates shall be maintained in proper operating condition. Lines, poles, concrete bases, supports, eyebolts, turnbuckles, and accessories shall be repaired or replaced as required. Contractor will fabricate poles as required.
29. Fabrication of crate boxes forms for concrete placement, barricade signs, etc. Fabrication, preparation and installation of wall partition, furniture, fixtures and furnishing attached to walls and ceilings and other office equipment; packing and unpacking of crate boxes, etc. for the incoming and outgoing shipments and all other services such as refinishing and/or re-varnishing works for the proper upkeep of station building and facilities.
30. Provide masonry services such as plastering of old and new surfaces due to alteration or modification, laying of concrete masonry walls, repair and replacement of tiles, fabrication of concrete posts and concrete blocks, repair of drainage structures such as pipe culvert or box culvert, road protection such as repair of retaining wall and stone masonry or riprap wall.
31. Repair or replacement of doors, windows, to include locks, hinges, jambs, sills, mullions, sashes and frames, window glasses, floor and acoustical tiles, repair and/or replacement of building roof materials and accessories and all other items which required to maintain building upkeep.

**Recurring Task Schedules:**

**(A) Daily Task Schedule**

1. Maintenance and repair of station utility systems.
2. The Contractor shall perform a daily "walk around" inspection to identify required maintenance and repair work. Required work shall be reported to the COTR or his representative for scheduling.

**SAFETY PRECAUTIONS:**

1. Use approved safety equipment and protective clothing such as hand gloves, safety shoes or boots and goggles.
2. Employees will be familiar with the Station's Safety Plan and SOP S-4.

**D.1.15.2 APPLIANCE AND EQUIPMENT SERVICES**

**A. Electrical Services**

**1. General**

- a. The Contractor shall repair and maintain all Station low voltage interior and exterior electrical systems in accordance with the U.S. National Electrical Code. The Contractor is required to perform preventive maintenance. Refer to Exhibits E and F for the Preventive Maintenance Checklists.
- b. Electrical work shall include maintenance and repair of the electrical lighting fixtures, replacement of broken or missing receptacle and switch plates. Light fixture lenses and globes which are damaged or missing shall be replaced. All exterior lighting shall be maintained including light bulb replacement. Refer to Exhibit G for the Inspection Checklist.
- c. Smoke detectors shall be repaired and maintained in proper operating condition in accordance with the manufacturer's instructions. Refer to Exhibit H for the Preventive Maintenance Checklist.
- d. The Contractor shall provide assistance to Government staff in the installation and/or renovation of electrical systems.

**2. Recurring Task Schedule**

**a. Weekly Task Schedule**

(1) Perform inspection of all station lighting systems; replace any defective parts of the system. Station lighting system includes the following; Fluorescent Lighting, 277v and 120v ballast total lamps 2,290 each, Compact Fluorescent Lighting, 120v total lamps 204 each, Street, Perimeter Lighting, 277v, 230v/120v total lamps 163 each. Refer to Exhibit G for Inspection Checklist.

(2) Inspect all various 120v, 208v, 230v receptacles, low voltage power supply lines and wiring in the station. Perform maintenance and repair as needed. These wiring devices are situated in buildings and at the antenna field.

**b. Monthly Task Schedule**

(1) Perform inspection of all station emergency lights. Replace any defective parts as necessary. There are 36 each emergency lights in the station. Refer to Exhibit I for the Preventive Maintenance and Inventory Checklist.

(2) Inspect all exit lights situated at different locations in the station. Perform maintenance and repair as needed. Refer to Exhibit J for the Preventive Maintenance and Inventory Checklist.

(3) Inspect all smoke detectors that are installed at different location in the Station. Replace batteries annually and defective parts as needed.

**c. Annual Task Schedule**

(1) Perform inspection and maintenance of 87 each Low Voltage Load and Power panels at different locations in the station.

(2) Inspect all manholes and hand holes in the station. Perform maintenance and repair as needed. Refer to Exhibit K for the Preventive Maintenance Checklist.

(3) Perform inspection and maintenance of all various receptacle outlets including GFCI's.

**For 110/115/120 volt receptacle:**

- (a) Check for open ground, neutral, and/or hot wires.
- (b) Check for hot and ground reverse.
- (c) Check for hot and neutral.
- (d) Check the output voltages if it is within normal range.

**For 208/220/230 volts receptacles:**

- (a) Check for open ground and hot wires.
- (b) Check voltages between ground and hot wires
- (c) Check the output voltages if it is within normal range.

(4) The Government shall supply all repair parts and equipment necessary. Refer to Exhibit C for Government Furnished Materials.

(5) Reports and Logs

The Contractor shall submit to the COTR reports on the following:

- a. Daily Repairs
- b. Monthly check of Emergency Lights, Exit Lights, and Smoke Detectors
- c. Annual check of Low Voltage Load and Power Panels
- d. Weekly Activities Report

**B. Air Conditioning & Appliance Maintenance Services**

**(1) Air Conditioning Systems Maintenance**

(a) The contractor shall repair and maintain all station heating ventilation, and air conditioning (HVAC) equipment to include vehicle air conditioning systems. Work shall include periodic inspections, preventive maintenance, and repair or replacement of component parts as required. All work shall comply with the applicable standards of the Warm Air Heating and Air Conditioning Association. Refer to Exhibits L, M and N for the Preventive Maintenance Checklists.

(b) The Government shall supply all repair parts and air conditioning testing equipment. Refer to Exhibit C for Government Furnished Materials.

(c) Maintenance of Package Type, Split Type, Window Type and Vehicle/Equipment Air Conditioners Inventory.

<u>Brand Name</u>	<u>Quantity</u>
<b>1. Packaged Type Unit</b>	
Carrier, 50 DJ (5 TR)	4 each
Carrier, 50QQ (4 TR)	2 each
Carrier, 30HJ (25 TR)	1 each
Carrier, 30GA (105 TR)	1 each
Trane, TCH061 (7.5 TR)	2 each
Trane, TCH121 (20 TR)	2 each
Trane, RAUC-C304 (30 TR)	6 each
<b>2. Split Type Unit</b>	
Trane, TTD 536 (3 TR)	1 each
Trane, MTK 524 (2 TR)	9 each
Trane, TTK 512 (1 TR)	1 each
Trane MTK 536 (3TR)	1 each
Trane TTK 524 (2TR)	1 each
Trane TTD 524 (2TR)	6 each
Trane TTD 518 (2TR)	4 each
Carrier (3TR)	1 each
Trane MTK (2TR)	1 each
<b>3. Window Type Unit from 10,000 to 24, 000 BTU</b>	
Condura	10 each
Carrier	6 each
Friedrich	3 each
Kenmore	1 each
Maytag	9 each
Midea	1 each
National	7 each

**(2) Recurring Task Schedules**

**a. Daily Task Schedule**

1. Check for and remove accumulations of dust, dirt, and grease. Perform minor repairs or replace as necessary to correct deficiencies such as worn, loose, missing, or damaged connections; bent blades; worn or loose belts; unbalanced moving parts; misalignment, excessive noise and vibration, and play of shafts, and ineffective sound isolators.
2. Monitor operational efficiency of all window-type units.
3. Check proper settings and controls.
4. Inspect operational condition of each split type and package type aircon unit each morning.
5. Perform necessary repair or adjustment if any abnormalities are found.

**b. Monthly Task Schedule**

1. Check and clean fans, fan motors and controls for proper alignment.
2. Check belt tensions. Tighten, adjust or replace blower drive belts, drive pulleys, and mounting hardware, as required for proper operation.
3. Clean filters and replace.
4. Inspect the drain pan and piping of the evaporator unit. Clean the drain pan and make sure that the drain is clear.
5. Check compressor for normal operating procedure.

**c. Bi-Monthly Task Schedule**

1. Check for loose connections, charred, broken, or wet insulation; short circuits, loose or weak

contact springs, worn or pitted contacts; defective operation, and other deficiencies. Check insulation for fire safe properties. Tighten loose connections and parts; replace electrical wiring having defective or broken insulation or where braid is frayed. Replace or adjust contact springs and clean contacts.

2. Inspect and clean ducts, cooling and heating coils.
3. Replace or clean air filters when resistance is two times the original resistance.
4. Inspect evaporator coils and condensing units. Clean shell and coil condensers using approved chemicals. Drain condensers and flush with clean water.
5. Perform leak check using leak detector on piping and fitting seals. Recharge the refrigeration system; i.e. flow system.
6. Clean the condenser casing.
7. Check compressor crankcase heaters for proper operation.
8. Inspect control panel wiring; make certain that the insulation is intact and connections are tight.

d. **Quarterly Task Schedule**

1. Inspect and clean air filters.
2. Clean evaporator and condenser coil.
3. Oil fan motor.
4. Check refrigerant pressure.
5. Check vibration of compressor.
6. Check thermostat operation.
7. Perform leak check and recharge the refrigeration system, if necessary. Perform cleaning and painting of metal casing, if required based on inspection.

(3) **Exhaust and Supply System Maintenance**

a. **Daily Task Schedule**

1. Check plenum chambers, air ducts, dampers, registers, grilles, louvers, and insect and bird screens for soot, dirt, dust, and other deposits; leaks, broken, loose or missing connections and parts; improper seasonal or operating settings of dampers; inadequate air distribution in branch circuits. Maintain as necessary.
2. Remove all soot, dirt, dust and other deposits; tighten or replace connections and parts; caulk around flashing and make weather tight; adjust damper settings and perform minor corrections and adjustments as required.
3. Vacuum out all dirt and dust from air handling room.
4. Lubricate as required.
5. Inspect fan belts and bearings for wear, tension, and alignment and replace as necessary.

b. **Air Compressor Maintenance**

<u>Brand Name</u>	<u>Quantity</u>
Ingersoll-Rand Model T30780H (140 PSI)	2 each
Ingersoll-Rand Model 71T2 (120 PSI)	1 each

1. **Daily Task Schedule**

- a. Check unit for proper operation.
- b. Check oil level, replenish if necessary.
- c. Check controls and settings.
- d. Check gauges if indicators are functioning properly.
- e. Maintain/repair as necessary.

2. **Monthly Task Schedule**

- a. Clean the unit.
- b. Check controls, wiring and settings.
- c. Check oil level, add or change if necessary.

- d. Check pressure gauges if indicators are functioning properly.
- e. Maintain/repair as necessary.

**(4) Household Equipment & Appliances Maintenance**

**1. General**

- a. The Contractor shall be responsible for maintenance and repair of Government-owned household equipment and appliances, including free standing ranges, refrigerators, range hoods, dishwashers, garbage disposal, water heaters, smoke detectors including battery replacement (to be provided by the Government), and ceiling fans. Appliances and equipment shall operate at their designed capacity as originally intended and designed. Refer to Exhibit O for the Daily and Weekly Maintenance & Repair Report.
- b. Controls and control devices shall be properly adjusted. Missing or damaged components and accessories, such as drip pans, burners, trays, broiler pans, ice trays, racks, drawers, screens, and filters shall be repaired or replaced as required. Dents, scratches, corrosion, rust, and other disfiguring damage shall be repaired, or components replaced.
- c. The Contractor shall perform maintenance on all types of fans located in offices, and shops. Service shall consist of replacing defective wiring, plugs, etc. and oiling of motors. Repair of motors will be determined by COTR based on cost of repairs compared to replacement of non-repairable motors.
- d. The Contractor shall perform maintenance and repair of all installed conventional/ microwave ovens, garbage disposers, refrigerators, etc. in accordance with manufacturer specifications and standards.
- e. The Contractor shall be responsible for the movement and handling of all appliances and equipment, including movements between the appliance pool, the Government's delivery point and the use location. All appliances and equipment shall be properly stored, adequately protected, and carefully handled to prevent damage before, during, and after installation or removal. Existing facilities shall be modified as required so that replaced units fit properly. The Contractor shall test all newly installed appliances and equipment and ensure proper operation prior to releasing to the requestor.
- f. Contractor will ensure that all appliances are cleaned prior to installation and/or storage.
- g. Water heaters shall be repaired or replaced as required to provide hot water at designed temperatures, and without leaks. Controls, control devices, and safety devices shall operate safely and properly. Refer to Exhibit P for the Preventive Maintenance Checklist.
- h. The Government shall supply all repair parts, materials and equipment. Refer to Exhibit C for Government Furnished Materials.

**2. Household Appliances**

**a. Refrigerators**

White Westinghouse	7 each
Whirlpool	2 each
General Electric	1 each
Sanyo	1 each
LG	1 each

**b. Electric Range**

General Electric	1 each
Maytag/Magic Chef	6 each
Whirlpool	11 each

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c.	<u>Freezer</u>	
	Whirlpool	1 each
d.	<u>Microwave Oven</u>	
	Panasonic	4 each
	Kenmore	5 each
	Whirlpool	1 each
e.	<u>Washing Machine</u>	
	Frigidaire	1 each
	Speed Queen	1 each
	Whirlpool	1 each
	Hot Point	1 each
g.	<u>Clothes Dryer</u>	
	Speed Queen	1 each
	Whirlpool	1 each
h.	<u>Range Hood</u>	
	Rangaire	1 each
	Broan	6 each
	Elba	1 each
i.	<u>Drinking Fountain</u>	
	GE	2 each
	Oasis	1 each
	Fitrine	4 each
	Hasley Taylor	4 each
	Sunroc	4 each
j.	<u>Water Heater</u>	
	National	1 each
	Rheem	3 each
	A.O. Smith	1 each
k.	<u>Fly Control</u>	4 each
l.	<u>Air Curtain</u>	3 each
m.	Air Purifier	2 each
n.	Shredder Machine	2 each

(5) **Reports and Logs**

The Contractor shall maintain a Daily Log and Weekly Activities Log on the operations, servicing and maintenance on all equipment. The Contractor shall submit to the COTR an accomplishment report on a daily and weekly basis.

### **D.1.15.3 PLUMBING SERVICES**

#### **A. General**

1. Plumbing work shall include maintenance and repair of all plumbing systems and fixtures. There are approximately 95 each fixture located in different buildings in the IBB community. When repaired, plumbing systems and fixtures shall be free flowing, in good and safe operating condition, free of leaks and drips.
2. The Contractor shall mop, vacuum, or otherwise remove water resulting from overflowing fixtures, leaks, clogged drains or disposal, etc. as part of the repair. Walls, ceilings and other structures, paved areas such as sidewalks and roads, grassed areas, etc. which are damaged by and/or removed to gain access to leaks, clogs, or other defects shall be restored by the Contractor to original condition.
3. Plumbing fixtures such as: all sinks, tubs, taps, toilets, basins, and faucets, lavatories, showers, drain lines, etc., shall be free of leaks and drips, operate properly, drain freely, and be free of excessive dripping, cracks, and discoloration. All fixtures and components thereof that cannot be repaired shall be replaced.
4. The Contractor shall operate, maintain and repair station water systems including servicing, repair or replacement of bathroom fixtures, interior and exterior water fixtures, kitchen fixtures, water hydrants, water distribution lines, de-ionized water treatment systems, well pumps, pressure control systems, sump pumps, float switches, potable water, water treatment facilities and fire fighting equipment. The Contractor shall clean and maintain two 20,000-gallon water reservoir tanks and a 3,000-gallon Hydro-pneumatic tank.
5. Contractor shall operate, clean, maintain and repair the facilities waste water system, to include repair and/or replacement of water drains, sewer lines, septic tanks and manholes.
6. Contractor shall operate, repair and maintain the station water treatment plant including but not limited to the chlorinating system equipment, water softener, brine tank, sand and carbon filters, booster pumps and deep well pump motors. Refer to Exhibits Q and Q.1 for the Weekly Maintenance and Operation Report.
7. The Government shall supply all materials, chemicals, equipment and repair parts. Refer to Exhibit C for Government Furnished Materials.

#### **B. Recurring Task Schedule**

##### **1. Daily Task Schedule:**

###### **a. Plumbing Systems and Fixtures**

Inspect all bathroom and kitchen fixtures, interior and exterior water fixtures, water hydrants, water distribution lines and other accessories for leaks and proper flow of water with prior approval by the COTR.

###### **b. Water Pumping Station and Treatment Facilities**

1. Inspect all pumps, filters, chlorinating equipment, and fittings.
2. Inspect all controls for the deep well booster's pumps, air compressors, and all filters.
3. Check the pneumatic tank pressure gauge and verify that readings are normal and indicators are functioning properly.
4. Inspect the chlorinating equipment, adjust as necessary to insure system is working as designed and provides chlorine dosage in accordance with the water treatment standards.
5. Check water level of water in the water reservoir and pumps to insure water level are normal, all pumps are operating properly, and pumps are being operated as designed.

6. Inspect valve settings to insure proper flow of water.
7. Provide daily water test for chlorine content in the station water pumping treatment facilities and log results. Adjust chlorine dosages, as necessary to achieve residual chlorine in accordance with the standards.
8. Inspect air compressors for oil levels and grease. Add oil or grease as necessary to maintain the proper levels.
9. Starters and switches shall be inspected for proper operation.
10. Perform daily house cleaning to insure all equipment, switches, and facilities are clean.

2. **Monthly Task Schedule**

- a. Inspect brine tank solution for proper level. When brine solution is depleted, clean tank and refill with sodium chloride to the proper level.
- b. Inspect electric motors and pumps for proper operations. Perform greasing or replace packing materials if and when necessary.
- c. Inspect switches, control panels and other instrumentation and record readings. If any abnormalities are noted take the corrective action to resolve.
- d. Inspect and clean/sanitize all water dispensing unit faucets and filters.
- e. Collect and analyze samples for fecal and total coliforms in accordance with US EPA requirements using a certified test laboratory.

3. **Annual Task Schedule**

- a. Clean two 20,000-gallon capacity water reservoir tanks, 3,000-gallon hydro-pneumatic tank, and Station septic tank. This includes cleaning of water filters (sand and carbon filters) and auxiliary equipment such as booster pumps motors, motor controls and air compressors. (Saturdays and Sundays only).
- b. The Contractor shall collect and analyze one sample of treated water per year for the US EPA priority drinking water contaminants in accordance with US EPA sampling and analyses procedures using a certified laboratory.

c. **Deep and Shallow Well Pumps**

1. **Weekly Task Schedule** - Inspect 7 each motors for proper operation.
2. **Monthly Task Schedule** - Lubricate all well pump motors as needed.

d. **Reports**

Daily, weekly, monthly and annual reports shall be submitted to the COTR detailing the results of the inspections conducted relative to:

- a. Water chlorine tests results.
- b. Daily water consumption.
- c. Daily operational status, repair, and maintenance services report.
- d. Weekly activities report.
- e. Annual US EPA priority drinking water pollutants test results.
- f. Monthly coliform test results.

#### **D.1.15.4      RIGGING SERVICES**

##### **A. General**

1. The Contractor shall service the antennas and related systems such as: supporting towers, transmission lines, tower lighting, switch bays and diplexers in accordance with maintenance schedules listed below in the task schedules. In addition to the scheduled maintenance, the Contractor will be required to perform unscheduled maintenance and repairs caused by wear, exposure malfunctions, etc. The Contractor will be required to fabricate parts and materials, by machining, welding, and other methods as necessary. Refer to Exhibits R, R.1, R.2, R.3 and R.4 for the Preventive Maintenance Checklists.

2. The Government shall supply all replacement parts, rigging equipment, fabrication materials, supplies and other materials. Refer to Exhibit C for Government Furnished Materials.

##### **B. Recurring Work Schedules**

###### **1. Daily Task Schedule**

###### **a. Shop Activities**

1. Fabrication of switch bay and antenna parts by machining and welding.
2. Rehabilitation of RF switches and RF ducts by cleaning and replacing arc damaged and worn out parts.
3. Cleaning of RF switches, RF pipe conductors, Teflon rod insulators, side panels, and top and bottom shields due to accumulated smoked carbon, corrosion and discoloration.

###### **b. Switch bay Maintenance (RFPHAs)**

Switch bay Maintenance includes four switch bays with a total of 402 RF switches. The switch bay shall not be worked at any time they are powered.

The following daily maintenance is required:

1. Open switch panels with prior approval of the COTR, to inspect motors, actuators, contacts, etc. Clean interiors.
2. Polish contacts and make mechanical adjustments and/or repairs as necessary.
3. Perform corrosion control with prior approval of the COTR.
4. Clean interior and exterior of RF ducts with prior approval of the COTR.

###### **c. Antenna Towers, Curtains, and Transmission Lines**

There are 39 curtains and 27.5 miles of transmission line and 134 towers on which the following daily maintenance is required.

1. Visually inspect all towers, curtains, guy wires, and transmissions lines. Report findings to the COTR.
2. Clean all foreign materials from transmission lines as directed by the COTR or his representative.
3. Check for loose connections, check insulators, and rusted hardware with prior approval of the COTR. Repair or replaced as necessary.
4. Perform corrosion control as directed by the COTR or his representative.

## **2. Weekly Task Schedule**

### **a. Switch Bays (RFPHAs)**

1. Inspect and clean Teflon barriers and entrance bay ducts.
2. Tighten all screws on pipe connectors and transmission line jumpers.
3. Clean exterior and around RF box modules.

### **b. Antenna Tower, Curtains, and Transmission Lines (RFPHAs)**

1. Perform daily inspection listed above. Report findings to the COTR.
2. Inspect tower lighting systems to insure all wiring, switches, fixtures, and bulbs are fully operational as designed. Repair or replace as required.
3. Perform corrosion control as necessary.

## **3. Quarterly Task Schedule**

### **a. Transmission Lines (RFPHAs)**

1. Inspect all lines; clean insulators; rubberize cut strands; inspect dead-end plates for cracks, repair as necessary; tighten loose bolts on equipotential clamps and end caps of spreader insulators; inspect jumper connections.
2. Clean all transmission lines.

### **b. SIS AND TVRO Antennae Dish System (RFPHAs)**

1. Perform cleaning and lubrication of SIS and TVRO antenna dish.
2. Perform corrosion control as necessary.
3. Inspect all equipment for corrosion, loose fittings, etc. Repair or replace as required.

## **4. Annual Task Schedule**

### **a. Switch bays (RFPHAs)**

1. Repaint identification markings on RF box modules and antenna designations.
2. Polish all RF switches and conductors for corrosion control.
3. Grease all actuator cells and inspect/test all RF motors.
4. Touch up paint all supporting structural steel.
5. Inspect and straighten as required all cable trays.
6. Service scaffolding platforms and recondition platform wheels.

### **b. Rhombic Antenna Inspection (RFPHAs)**

1. Inspect all tower bases, guy anchor, grounding wire, hardware, and insulators for corrosion, loose and/or damaged hardware. Repair, repaint or replace as necessary.
2. Assist with guy tensioning and plumbing of towers.
3. Climb each tower and inspect for corrosion, loose and/or damaged hardware. Repair or replace as required.
4. Perform corrosion control as necessary.

### **c. Antenna Curtains and Towers**

1. Inspect tower bases, counterweights and frames, guys and guy anchors, clamps, vibration dampers, closed strand bridge socket, U-bolts, turnbuckles, grounding wires/rods and insulators for corrosion and/or loosened or damaged hardware. Repair or replace as required.
2. Inspect catenaries, cut strands, elements, pulleys, driver and reflectors, horizontal, diagonal braces, flanges, ladders, hardware, paint, galvanizing, service strut pin and shelves for corrosion,

- loose and/or damaged hardware. Repair or replace as required.
- 3. Inspect antenna curtains for proper sag and feeder connections.
- 4. Perform corrosion control as necessary.
- 5. Assist with guy tensioning and plumbing of towers.

**d. Transmission Lines**

- 1. Cold galvanize structural steel supports as required.
- 2. Repaint transmission line identification numbers on supports.
- 3. Inspect jumper connections, corona rings, double union connections, coil conductors, and feed through insulators. Repair as required.

**C. Reports**

All repair and maintenance activities performed in the switch bays and antenna system should be reported by the Contractor to the COTR on a daily basis. Results of all daily, weekly, quarterly and annual inspections shall be reported to the COTR.

**D.1.15.5 MACHINING WORK AND METAL FABRICATION**

**A. General**

- 1. The Contractor shall provide machining job and related services in accordance with maintenance schedules listed below in the task schedules. In addition to the scheduled maintenance, the Contractor will be required to perform unscheduled maintenance and repairs caused by wear, exposure malfunctions, etc.
- 2. These services include mechanical design, pattern making, welding, repair maintenance, and the fabrication of all types of mechanical components for a large, high-power radio broadcasting facility, and all of the stations support activities. The station is equipped with seven 45-year-old and five 25-year-old HF radio transmitters and some replacement parts must be fabricated locally.
- 3. The contractor will be required to prepare plans, and designs from drawings and specifications to fabricate, make alterations and/or repairs on the radio transmitting equipment using knowledge of mechanical work, metallurgy, plastics and ceramics. Contractor is required to fabricate exact duplicates of existing equipment/parts or construct new devices from raw stock, often based only on observation of current equipment/parts, transforming abstract concepts into working models.
- 4. Contractor is required to weld various types of metals and alloys in various sizes and shapes for the fabrication, assembly, and repair of structures in the daily maintenance of buildings, utility systems, vehicle fleet, and the transmitter equipment using various welding equipment, such as; electric, arc, gas and/or TIG welding machines. The Contractor will be required to work with a variety of metals in various thicknesses such as aluminum, galvanized iron, steel and stainless steel.
- 5. Contractor is responsible for the proper operation and maintenance of all shop equipment, ranging from precision measuring devices and miniature hand tools to major machine tools, milling, cutting, drilling, metal forming, welding and silver-plating equipment.
- 6. All materials/supplies and equipment will be provided by the Government. Refer to Exhibit C for Government Furnished Materials.

**B. Recurring Work Schedule**

**1. Daily Task Schedule**

Fabrication of Transmitter parts and components will be performed on a daily basis as required to meet station requirements to include, but not be limited to, the following tasks:

- a. All machine shop related works - repair, rehabilitation, and fabrication of spare parts.
- b. Maintaining operational reliability of all RF Shield of all transmitter door panels.
- c. Maintenance of the water and air lines that includes all mechanical dead man switches and pneumatic transmission lines grounding switches for the Hughes transmitters.
- d. Maintenance of the motors and blowers for the ABB/BBC and Hughes transmitters, SSM power columns, and including motors of the penthouse equipment – (Steam/Water Heat Exchangers).
- e. Perform annual rehabilitation works on both PA driver plate and PA plate coils for the Hughes transmitters.

**2. Reports**

The Contractor shall submit to the COTR an accomplishment report on a daily basis.

**D.1.16 SUPERINTENDENCE BY CONTRACTOR**

The entire operation of the contracted services shall be superintended by the Contractor's site manager, who shall maintain a close contact with the COTR in order to coordinate the performance of the contracted services with the needs of the Government.

**D.2 EXHIBITS**

**EXHIBIT A - LOCATIONS OF WORK**

**LOCATION FOR REAL PROPERTY MAINTENANCE & REPAIR SERVICES**

**(a) Tinang Transmitter Plant:**

- 1 Transmitter/Office Building
- 1 Facility/Warehouse Building
- 1 Satellite Interconnect System (SIS) Communications Building
- 2 Power Substations
- 1 Storage Building (former incinerator building)
- 1 Paint Storage House
- 1 Water Utility System Pump House
- 1 Canteen/Dining Hall
- 1 Heavy Equipment Maintenance/Storage/Office Building
- 2 Gate Houses
- 1 SIS Van Storage
- 1 Car Park Canopy
- 1 Bus Shelter
- 1 Compressed Gas Storage Shed
- 1 Substation Auxiliary Building
- 1 Dummy Load Building
- 5 Guard Houses
- 4 Guard Posts
- 1 PNP Barracks/Kitchen
- 1 Gas Pumping Station Building (Former)
- 4 Switch Bays
- 24 Load Centers
- 4 Water Deep Wells with Pump Motors
- 3 Shallow Wells with Pump Motors
- 1 FSO TDY Quarters (six door apartment)

**(b) Transportable II**

- 1 Main Warehouse Extension Building
- 1 Transmitter Vans/Open Shed/Kitchen/Dining
- 1 Antenna Matrix Van
- 1 Open Storage Shed
- 4 Storage/Container Van
- 1 Water Utility System Pump House
- 1 Gate House
- 1 Carport

**(c) Power Plant Compound**

- 1 Power Plant Building
- 1 Diesel Fuel Farm
- 2 Fuel Pump Shelter
- 1 Gasoline Fueling Station

**(d) Antenna Fields**

All 39 antenna curtains, 134 towers, 27.5 miles transmission lines and related equipment situated within International Broadcasting Bureau/Philippine Transmitting Station, Tinang, Concepcion, Tarlac, Philippines.

**(e) USG houses in Manila:**

1. 26D Cameron, Essensa Tower, Fort Bonifacio, Makati
2. 2001 Regent Parkway, Fort Bonifacio, Makati
3. 11C Splendido Gardens  
#146 Alfaro Corner, dela Costa Street, Makati
4. 5B Twin Towers, Ayala, Makati

**EXHIBIT B**  
**CONTRACTOR-FURNISHED MATERIALS**

The Contractor shall provide the equipment, materials, supplies and clothing listed below to perform the standard and unscheduled/emergency services described in Sections D.1.15.1 through D.1.15.5 in this contract. Such items include:

1. Five sets of uniform T-shirts with Contractor's logo, for each employee to be assigned under the contract.
2. Personal protective equipment such as gloves, steel toe safety shoes, hard hats, earplugs, safety glasses, aprons, dust masks or respirators in sufficient quantities for contract performance and the safety of the Contractor's employees.
3. All administrative supplies, materials, transportation and equipment for the purpose of administration of this contract.

## **EXHIBIT C - GOVERNMENT-FURNISHED MATERIALS**

The Government shall make the following properties available to the Contractor as "Government-Furnished Material" for performance under the contract.

### **A. Equipment**

#### **1. Real Property Maintenance and Repair Services**

Radial Saw  
Planer  
Circular Saw  
Lathe Machine  
Bench Sander  
Scroll Saw  
Bench Grinder  
Drill Press

#### **2. Rigging Maintenance Services**

Bench Grinder  
Hydraulic Press (25 tons)  
Band Saw, Pedestal  
Band Saw, Portable  
Bender, Metal  
Compressor, Air  
Drill Press, Pedestal  
Drill, Portable, Electric  
Grinder, Pedestal  
Grinder, Portable, Electric  
Hoist, Capstan, Man Rated, Cap. 1000 lbs.  
Hoist, Capstan, AC/DC 2000 lbs.  
Hydraulic Press  
Hypress Burndy  
Jig Saw  
Lathe Machine  
Lifting Platform, Up Right (battery) operated  
Lube Cart, grease  
Pulley, stainless  
Rescue, cable wheel, swivel  
Saw, panel cutting, electric  
Saw, Reciprocating  
Sander, disc portable  
Trailer Truck  
Vacuum Cleaner  
Welding, Arc machine(Hobart)  
Welding, Tig/Arc machine (Miller)  
Ropes  
Reach-All Truck  
Ford Crew Cab  
GMC PU Truck

- B.** Hand tools and multi-testers required in the maintenance of services under Sections D.1.15.1, D.1.15.2, D.1.15.3, D.1.15.4. and D.1.15.5.

#### **Hand tools**

Wall Scrapers  
Putty Knives  
Gasket Scraper

Taping Knife  
12 Oz. Dry Wall Hammer  
Brick Layer tool Kit  
16 Oz. Brick Hammer  
Concrete Trowels  
Concrete Groovers  
Concrete Edgers  
Concrete Floats  
Tile Trowel  
Tile Nipper  
Tile Cutter 12 to 20"  
16 Oz. Claw hammer  
32 Oz. Ball Pein Hammer  
Sledgehammer (8 & 14 lbs)  
Screw Drivers  
Adjustable Wrenches (6, 8, 10, 12, 14 inches)  
Pipe Wrenches (10, 14, 18, 24, 26 inches)  
Adjustable Hook Wrenches (4 ½ to 6 ½ dia. cap)  
Bung wrench  
Dead blow Hammer (Non sparking Non magnetic)  
Hack Saw  
Crosscut saw  
Wall board saw  
Mitre saw  
Compass saw  
Rip saw  
Rip hammer  
Rawhide mallet  
Glass Cutter  
Pry Bar (12 & 18 inches)  
Gooseneck Wrecking bar  
Wood chisel  
Hand File  
Cold chisel  
Hand plane  
Combination Cutter and Pliers  
Long nose pliers and cutter  
Side Cutter

**C. Special Hand Tools**

Special hand tools will be assigned on an as-needed basis by use of a signed form. Any damage other than fair wear and tear will be the responsibility of the Contractor to return to its original condition. Examples of these special hand tools are as follows:

Portable 60 kV Oil Test Set  
Transformer Oil Drier & Filter Press  
Analyzer, Trace Moisture  
Digital Multi-Meter  
Hack Saw, Power  
Tester, Motor Starter  
Refrigerant Recovery Equipment  
Freon Charging Equipment  
Block, diamond No. 611 (McKissick)  
Block, pattern  
Block, swivel  
Block, snatch  
Caliper, outside spring  
Caliper, inside spring

Caliper, divider 8"  
Caliper, slide 5"  
C-Clamp 6" opening  
Clamp, I-Bar  
Compass, magnetic  
Cutter, bolt, ratchet strand  
Cutter, bolt  
Cutter, pipe 2-4" to 4-6"  
Cutter, slotted angle shear  
Die & Tap hand tool set  
Dynamometer AP819  
Cable, grounding  
Hammer, sledge  
Harness, safety  
Heat Gun, portable, electric  
Hoist, chain, 1 ton  
Hoist, chain, 2 ton  
Hoist, chain, 6 ton  
Hoist, chain level puller, 1-1/2 ton  
Hoist, chain ratchet, model LSB 300 & 1500  
Hoist, wire cable puller, model 42312  
Hoist, wire cable puller, model 224402  
Hoist, wire cable puller, model 202WNG  
Hoist, wire cable puller, 1000 lbs.  
Hoist, webstrap, polyester  
Hole Saw, Electrician  
Hotstick  
Hydraulic, cylinder, single acting, 30 ton  
Hydraulic, cylinder, single acting, 15 ton  
Hydraulic, pump hand, 10,000 psi  
Hydraulic, pump hand, 2250 psi  
Hydraulic, pump hand, 1000 psi w/cylinder  
Multi-Tester, AC/DC  
Rope, handling rotor, batter operated  
Rope, Grab with locking snap hook  
Saw, Reciprocating  
Soldering Gun, 110 volts  
Skilsaw, rotary  
Switch, Foot Control  
Trolley, Stainless  
Trouble Shooters Kit  
Wire Grip

**D.** All chemicals and cleaning materials and supplies to be used in the performance of this contract to include the following:

Safe rust converter	Hand cleaner
Contact cleaner	Wiping rags
Penetrating oil	Sand paper
Moisture displacer	Air con cleaner
Electrical safety solvent	Belt conditioner
All-purpose lubricant	Insulator cleaner (Scouring Pad)
	Insulator Cleaner (Scouring Powder)

**E.** All replacement parts required in the maintenance of services under Sections D.1.15.1, D.1.15.2, D.1.15.3, D.1.15.4 and D.1.15.5.

**EXHIBIT D- HOLIDAYS**

The Government recognizes the following holidays and the Contractor's performance is not required:

Employees are only entitled to premium pay during Philippines Holidays.

<b>HOLIDAY</b>	<b>CLOSING DATE</b>
Labor Day (USA)	First Monday of September
Columbus Day (USA)	Second Monday of October
Eid-ul-Fitr	November (TBD)
Veteran's Day (USA)	November 11
Thanksgiving Day (USA)	November 24
Bonifacio Day (PHL)	November 30
Christmas Day (USA/PHL)	December 25
Rizal Day (PHL)	December 30
New Year's Day (USA/PHL)	January 1
Martin Luther King Jr.'s Birthday (USA)	Third Monday of January
President's Day (USA)	Third Monday of February
Maundy Thursday (PHL)	Movable date
Good Friday (PHL)	Movable date
Araw ng Kagitingan (Bataan & Corregidor Day), (Heroism Day) PHL)	April 9
Labor Day (PHL)	May 1
Memorial Day (USA)	Fourth Monday of May
Independence Day (PHL)	June 12
Independence Day (USA)	July 4
National Heroes Day (PHL)	Last Sunday of August

**SPECIAL HOLIDAYS:**

<b>HOLIDAY</b>	<b>CLOSING DATE</b>
All Saints Day (PHL)	November 1
Last Day of the Year (PHL)	December 31

### EXHIBIT D HISTORICAL WORKLOAD

The historical workload data is provided to indicate the type of work to be performed under this contract. This data shall not be construed to limit the amount of workload to be handled by the Contractor, but shall only provide the basis for the minimum workload expected to be performed. Please refer to Section C for services required under this contract.

PERIOD	TYPE OF SERVICE	NUMBER OF MAN-HOURS
All year round	Real Property Maintenance and repair services (Section D.1.15.1)	24 man-hours per day
All year round	Electrical (Section D.1.15.2A)	16 man-hours per day
All year round	Air Conditioning Technician (Section D.1.15.2B)	8 man-hours per day
All year round	Appliance Technician (Section D.1.15.2B)	8 man-hours per week
All year round	Plumbing Services (Section D.1.15.3)	8 man-hours per day
All year round	Water Pumping Station & Treatment Facilities (Section D.1.15.3)	8 man-hours per day
All year round	Rigging Services (Section D.1.15.4)	120 man-hours per day
All year round	Machining Work & Metal Fabrication (Machinist) (Section D.1.15.5)	16 man-hours per day
All year round	Machining Work & Metal Fabrication (Machinist Helper) (Section D.1.15.5)	8 man-hours per day

**EEU-29AF**  
**rev. 10/99**

**International Broadcasting Bureau  
Philippines Transmitting Station  
Tinang, Concepcion, Tarlac**

## EEU - ANTENNA FIELD DISTRIBUTION SYSTEM

### 310 FO 35T - Preventive Maintenance Checklist

- \_\_\_ 1. **DANGER!!!** Antenna/Switchbay Load Centers are ENERGIZED.
- \_\_\_ 2. Take actual voltage reading of receptacle/outlets from the Load Center.  
\_\_\_ 120volts receptacle \_\_\_ 230volts receptacle (if provided)  
Check conditions of all receptacle outlets.
- \_\_\_ 3. Check general enclosure. Is it clean and in good condition?
- \_\_\_ 4. Check Load Center structure with respect to surface ground.
- \_\_\_ 5. Check for corrosion, rusty parts, and replace defective parts. Repaint cleaned rusty portion.
- \_\_\_ 6. Check metal screws if complete, sign boards, retightened loose screw and bolts.
- \_\_\_ 7. Open the front door of the Load Center. Inspect door alignment and lubricate hinges.
- \_\_\_ 8. Check Load Center padlock operation.
- \_\_\_ 9. Vacuum clean interior of the Load Center.
- \_\_\_ 10. Check electrical earth ground of Load Center.
- \_\_\_ 11. Check load Panels including Breakers and directories.  
Measure voltages on the panel. V Line to Line \_\_\_\_\_  
V Line to Neutral \_\_\_\_\_
- \_\_\_ 12. Check operation of all photoelectric cell and controls.(if provided)

## REMARKS &amp; OBSERVATIONS:

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Date:

Maintenance Supervisor:

**Exhibit F**

EEU-10TX  
Rev. 25/08

**International Broadcasting Bureau  
Philippines Transmitting Station  
Tinang, Concepcion, Tarlac**

**EEU – Low Voltage Power Transformers  
310 FO 44T - Preventive Maintenance Check Month/Year:**

Perform the following at every Transformer Location; **DANGER!!! Transformers are energized.**

1. Vacuum-clean the transformer surroundings..
2. Clean the internal portion of the transformer (if safely accessible).
3. Measure and record the primary and secondary voltages and actual amperages.
4. Check the ventilation of the transformer.
5. Check the transformer label this should indicate the use or where it serves.

LOCATION	CONDITION/WORK DONE	Performed by/Date
----------	---------------------	-------------------

**A. TRANSMITTER (Main) BUILDING**

- |                            |  |  |
|----------------------------|--|--|
| 1. TX Mechanical Shop ---- |  |  |
| Specifications: _____      |  |  |
| 2. TX Fuel Pump House ---  |  |  |
| Specifications: _____      |  |  |
| 3. Incinerator Room -----  |  |  |
| Specifications: _____      |  |  |
| 4. SSO – Main Whse. -----  |  |  |
| Specifications: _____      |  |  |
| 5. Water Pump House -----  |  |  |
| Specifications: _____      |  |  |
| 6. Carpentry Shop -----    |  |  |
| Specifications: _____      |  |  |
| 7. Rigging Office -----    |  |  |
| Specifications: _____      |  |  |
| 8. Gate 2 -----            |  |  |
| Specifications: _____      |  |  |
| 9. UHF Building #1 -----   |  |  |
| Specifications: _____      |  |  |
| 10. UHF Building #2 -----  |  |  |
| Specifications: _____      |  |  |
| 11. FSO Staffhouse -----   |  |  |
| Specifications: _____      |  |  |

**Maint. Supervisor:** \_\_\_\_\_

**EXHIBIT G**  
**FMO-Electrical Equipment Unit**

**IBB/PTS-Tinang**  
**February 28,2003**  
**BASELINE**

<b>INSPECTION CHECKLIST (310 FO 45T)</b>		<b>INSP.</b>		<b>PAGE 1 OF 1</b>	
<b>TITLE</b> <b>BLDG. ELECT'L Outlets, Switches, Cords, Plugs, and Lighting Fixtures</b>		<b>LOCATION:</b>		<b>DATE</b>	
<b>NO.</b>	<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	
	<p>1. Check for outlets that have loose fitting plugs, which can overheat and lead to fire. Warm outlets could be sign of an overloaded circuit or faulty wiring.</p> <p>2. Check all 120v outlets for correct polarity and grounding. Outlets shall all be labeled as to panel and circuit number designation.</p> <p>3. Replace any missing or broken wall plates either for receptacles and switches. Make sure there are safety covers on all outlets and switches.</p> <p>4. Check operation of switches and outlets, if hot to touch, sparks or arcs when used, or if the switch or outlets trips a circuit breaker or blows a fuse, this could indicate a faulty wiring condition.</p> <p>5. Make sure all plugs fit the outlet. Plugs should never be forced if it does not fit the outlet. Male plug should be properly terminated to its cord, no wires shall be exposed.</p> <p>6. Check plugged-in equipment where they might come into contact with water.</p> <p>7. All outdoor receptacles should be weatherproof or have waterproof covers to help protect against shock hazards.</p> <p>8. Make sure cords are in good condition-not frayed or cracked. Never use a cord that feels hot or is damaged in any way.</p> <p>9. Cords should never be nailed or stapled to the wall, baseboard or to another object.</p> <p>10. Cords should not be placed under carpets or rugs or rest any object on them.</p> <p>11. See to it that cords are not overloaded; and they are not meant to be used permanently as equipment wiring. Do not substitute extension cords for permanent wiring, or run through walls, doorways, ceiling or floors. Remember "TEMPORARY" means "TEMPORARY" not permanent.</p> <p>12. Do not use an extension cord for more than one equipment or use to any heavy electrical load; check the ampere capacity of the cord. Make sure the extension cord or temporary power tap used is rated for the equipment to be plugged in and is marked for either indoor or outdoor use.</p> <p><b>OBSERVATIONS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>WORK DONE:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>				

**EXHIBIT H**

**International Broadcasting Bureau  
Philippines Transmitting Station  
Tinang, Concepcion, Tarlac**

**EEU – Smoke Detector (Battery operated)  
Preventive Maintenance  
Month/Year: \_\_\_\_\_**

Perform the following on every battery operated Smoke Detectors:

- \_\_\_\_\_ 1. Test the unit using the “push and hold to test” button if provided.
- \_\_\_\_\_ 2. Check and replace defective batteries, note that some detectors emit short chirping sound at approximately one minute intervals when the battery needs replacement.
- \_\_\_\_\_ 3. Remove the smoke detector from its mounting location, clean the unit and check the mounting assembly.
- \_\_\_\_\_ 4. After replacement battery is installed (if necessary), blow smoke into detector until horn operates continuously, thereby testing battery.
- \_\_\_\_\_ 5. The smoke detector should be left operational.

LOCATION	Unit Brand - CONDITION/WORK DONE	QUANTITY
1. FSO TDY–Apartment 1	_____	2 each
2. FSO TDY–Apartment 2	_____	2 each
3. FSO TDY–Apartment 3	_____	2 each
4. FSO TDY–Apartment 4	_____	2 each
5. FSO TDY–Apartment 5	_____	2 each
6. FSO TDY–Apartment 6	_____	2 each

**Performed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Maint. Supervisor**

**EXHIBIT I**

EEU-24Sta  
rev. 05/08

**International Broadcasting Bureau  
Philippines Transmitting Station  
Tinang, Concepcion, Tarlac**

**EEU - EMERGENCY LIGHTS  
Month/Year: \_\_\_\_\_**

**310 FO 46T - Preventive Maintenance and Inventory Checklist**

Perform the following on every emergency lighting unit;

1. Replace busted bulbs and check unit accessories like test switches, cords, etc.
2. Check mounting of the units and positioning of light bulbs.
3. Test the unit, this should light and left operational.
4. Clean the Emergency lantern assembly.

LOCATION	INVENTORY No.	CONDITION	QUANTITY
----------	---------------	-----------	----------

**A. SUBSTATION, 230Kv BUILDING -----3 each**

- |                             |       |
|-----------------------------|-------|
| 1. East Wall ----- A13.321  | _____ |
| 2. South Wall ----- A13.322 | _____ |
| 3. West Wall ----- A13.382  | _____ |

Remarks:

Performed by: \_\_\_\_\_ DATE: \_\_\_\_\_

**B. POWER PLANT, 9MW -----6 each**

- |                              |       |
|------------------------------|-------|
| 4. East Wall ----- A13.329   | _____ |
| 5. East Wall ----- A11.875   | _____ |
| 6. East Wall ----- A11.872   | _____ |
| 7. West Wall ----- A13.333   | _____ |
| 8. West Wall ----- A13.319   | _____ |
| 9. South Wall ----- I-11-688 | _____ |

Remarks:

Performed by: \_\_\_\_\_ DATE: \_\_\_\_\_

**C. FACILITIES/WAREHOUSE BUILDING -----5 each**

- |                                  |       |
|----------------------------------|-------|
| 10. Corridor (east) --- I-11-686 | _____ |
| 11. Corridor (west) --- A11.550  | _____ |
| 12. Whse. storage ----- I-11-690 | _____ |
| 13. Whse. Mezz. ----- A11.549    | _____ |
| 14. FMO-CR ----- A13.330         | _____ |
| 15. FMO-PPE Rm --- A 13.325      | _____ |

Remarks:

Performed by: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION	INVENTORY No.	CONDITION	QUANTITY
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**D. UHF BUILDING -----1 each**

16. Microwave Rm.	I-11.689	_____
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Remarks:

Performed by: \_\_\_\_\_ DATE: \_\_\_\_\_

**E. TINANG TRANSPORTABLE (TT-2) AREA -----4 each**

17. Transportable Transmitter Shed	I11.687	_____
18. Van PHX-3	I11.396	_____
19. Van MCR	I11.394	_____
18. Van(west)Door	A13.326	_____

Remarks:

Performed by: \_\_\_\_\_ DATE: \_\_\_\_\_

**F. TINANG TRANSMITTER (TT-1) BUILDING -----17 each**

20. Elec.Dist.Rm.N	I-11-670	_____
21. Elec.Dist.Rm.S	I-11-669	_____
22. Elec.Dist.Rm.M	I-11-668	_____
23. Elec.Dist.Rm.M	I-11-667	_____
24. Emerg. Gen. Rm.	I-11-672	_____
25. Emerg. Gen. Rm.	I-11-671	_____
26. Aircon Room	I-11-673	_____
27. Electro-mech.Rm.	I-11-675	_____
28. Electronics Rm.	I-11-676	_____
29. MCR Room	I-11-677	_____
30. MCR Room	I-11-678	_____
31. First Aid Room	I-11-679	_____
32. Hallway	I-11-680	_____
33. TX main entrance	I-11-681	_____
34. TX Rm.(south)	I-11-682	_____
35. Penthouse(east)	I-11-685	_____
36. Penthouse(west)	I-11-683	_____
37. Penthouse(south)	I-11-684	_____

Remarks:

Performed by: \_\_\_\_\_ DATE: \_\_\_\_\_

**G. PNP BARRACKS ----- 5 each**

38. Main Hallway	_____
39. Bedroom Hallway	_____
40. Commander's Bedroom	_____
41. Bathroom	_____
42. Kitchen	_____

Remarks:

Performed by: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
Maint. Supervisor

**EXHIBIT J**

EEU-25Sta  
rev. 05/08

**International Broadcasting Bureau  
Philippines Transmitting Station  
Tinang, Concepcion, Tarlac**

**EEU – EXIT LIGHTS                      Month/Year:  
310 FO 46T - Preventive Maintenance and Inventory Checklist**

Perform the following on every Exit Light assembly;

1. Test the exit light, this should be left operational.
2. Clean the cover of assembly.
3. Check mounting of assembly.
4. Check any obstruction to the exit door.

LOCATION	CONDITION/WORK DONE	QUANTITY
<b>A. TRANSMITTER (Main) BUILDING</b>		
1. Generator Room ---	<u>1ea.-wall mounted, S/n 020225014</u>	1 each
Remarks:		
2. Elec.Dist.Room ----	<u>2ea.-wall mounted, S/n 010507047 &amp; 010507049</u>	2 each
Remarks:		
3. M.C.Room -----	<u>2ea.-wall mounted, S/n 980915082 &amp; 980917108</u>	2 each
Remarks:		
4. Hallway -----	<u>2ea.-ceiling mntd., S/n 020225061/020225045</u>	2 each
Remarks:	<u>S/n 020225043/020225098</u>	
5. Penthouse -----	<u>2ea.-wall mounted, S/n 980915085 &amp; 980915030</u>	2 each
Remarks:		
6. TX Room -----	<u>1ea.-wall mounted, S/n 981020074</u>	1 each
Remarks:		
7. Aircon Room -----	<u>2ea.-wall mounted, S/n 020225052 &amp; 020225058</u>	2 each
Remarks:		
8. TX Stockroom ----	<u>2ea.-wall mounted, S/n 020225044</u>	each
Remarks:		
<b>B. UHF/SIS BUILDING</b>		
9. SIS Room-----	<u>1ea.-wall mounted, S/n 020225046</u>	1 each
Remarks:		
<b>C. FACILITIES/WAREHOUSE BUILDING</b>		
10. Office Hallway ----	<u>1 each - wall &amp; 1- ceiling mounted</u>	2 each
Remarks:		
<b>D. POWER PLANT</b>		
11. Main Plant -----	<u>3 each – wall mounted, E-940303190, N-940303197</u>	3 each
Remarks:	<u>S-940303204</u>	
<b>E. PNP BARRACKS</b>		
12. Main Entrance		1 each
13. Rear Door		1 each

Remarks:

Performed by: \_\_\_\_\_

DATE: \_\_\_\_\_

Maintenance Supervisor: \_\_\_\_\_

**EXHIBIT K**

**EEU-26Sta**  
**Rev05/08**

**International Broadcasting Bureau  
Philippines Transmitting Station  
Tinang, Concepcion, Tarlac  
Facilities – Electrical Equipment Unit**

**EEU - MANHOLES/HANDHOLES  
Preventive Maintenance Checklist**

Designation: \_\_\_\_\_ Location: \_\_\_\_\_  
Date last serviced: \_\_\_\_\_ Date serviced : \_\_\_\_\_

- \_\_\_ 1. Check general condition of Manhole/Handhole and its surface and surroundings.
- \_\_\_ 2. Pull-out the top steel cover. CAUTION!!! Conductors are ENERGIZED.
- \_\_\_ 3. Remove sealing compound and bolts if provided.
- \_\_\_ 4. Pull-out again the second steel cover.
- \_\_\_ 5. Empty any corrosive or hazardous substance by leaving the cover open for a few minutes thus releasing contaminated air to the atmosphere.
- \_\_\_ 6. Use sump pump to remove accumulated water.(if needed)
- \_\_\_ 7. Check Manhole/Handhole inside condition.  
OBSERVATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ 8. Check for worn wires/cables insulation, or signs of deterioration, and loose grounds.
- \_\_\_ 9. Check and clean inside manhole/handhole including steel covers.
- \_\_\_ 10. Insure that the manhole/handhole is dry and clean before replacing cover.
- \_\_\_ 11. Apply sealing compound at the edges of the top Cover.

REMARKS & OBSERVATIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performed by: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Maint. Supervisor

**EXHIBIT L**

EEU-11TX  
rev. 05/08

**International Broadcasting Bureau  
Philippines Transmitting Station  
Tinang, Concepcion, Tarlac**

**EEU - Station Air Conditioning Unit  
310 FO 07T - Preventive Maintenance Checklist**

Date last serviced: \_\_\_\_\_

Date Serviced: \_\_\_\_\_

Equipment Name/Designation: \_\_\_\_\_  
\_\_\_\_\_

**A. Air Handling Unit:**

- \_\_\_\_\_ 1. Open access door in AIR filtration section.  
\_\_\_\_\_ 2. Dismantle air filter covers and racks.  
\_\_\_\_\_ 3. Open side panel to access blower and cooling coil section.  
\_\_\_\_\_ 4. Remove air filters and air baffles. Condition: \_\_\_\_\_  
\_\_\_\_\_ 5. Apply coil cleaner on air filter and cooling coil and rinse with water.  
\_\_\_\_\_ 6. Check pneumatic dampers, linkages, servomotors, blower motor, bearings, pulley, belt /belt tension, lubrication and controls. Record corrections done.

- \_\_\_\_\_ 7. Check brine/chilled water and pump assembly. Condition: \_\_\_\_\_  
\_\_\_\_\_

**B. Air-cooled condensing unit:**

- \_\_\_\_\_ 1. Open access manhole on the air-cooled condensing unit.  
\_\_\_\_\_ 2. Insulate condenser motors and terminal boxes.  
\_\_\_\_\_ 3. Apply cleansing agent on condenser coil, rinse with water and dry with compressed air.

Observations: \_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ 4. Check motors, bearings, pulleys, belts, tensions, lubrication and controls.  
Corrections made; \_\_\_\_\_  
\_\_\_\_\_

**C. Compressor and Control Panels:**

- \_\_\_\_\_ 1. Check insulation of terminal boxes.  
\_\_\_\_\_ 2. Check oil and refrigerant. Corrections made; \_\_\_\_\_  
\_\_\_\_\_ 3. Check circuit breakers and motor starters. Correction made; \_\_\_\_\_  
\_\_\_\_\_ 4. Check temperature controller, step controllers, timers, and pneumatic controls.  
Correction made; \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ 5. Check gauges and meters. Correction made;

---

**D Check insulations, groundings, voltages prior to start-up.  
Conditions;**

---

**E. Testing**

\_\_\_ 1. Check and record air volume / CFM on diffusers.

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\_\_\_ 2. Check and record zoning temperature and temperature settings on every pneumatic thermostat.

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\_\_\_ 3. Check and record current drawn/readings on motors and compressors.

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\_\_\_ 4. Check leaks on the system. Observations/conditions;

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\_\_\_ 5. ACU is put back to normal SERVICE.

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**REMARKS & OBSERVATIONS:**

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**Performed by:** \_\_\_\_\_

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**Date:** \_\_\_\_\_

**Maintenance Supervisor:** \_\_\_\_\_

**EXHIBIT M**

EEU-12TX  
rev.10/99

**International Broadcasting Bureau  
Philippines Transmitting Station  
Tinang, Concepcion, Tarlac**

**EEU - Station Window-type/Split-type Air Conditioning Unit  
310 FO 08T - Preventive Maintenance Checklist**

**Date Last Serviced:** \_\_\_\_\_ **Date Serviced:** \_\_\_\_\_  
**Equipment Name/Designation:** \_\_\_\_\_

**SAFETY PRECAUTIONS:**

- \_\_\_ 1. Keep clear of rotating components when electrical circuits are energized and when these components are operating.
- \_\_\_ 2. Disconnect all electrical power to the unit before performing any service or maintenance repair.
- \_\_\_ 3. Insure adequate ventilation during repairs.  
Phosgene Gas is a deadly poison, and is generated when refrigerant is exposed to an open flame.
- \_\_\_ 4. When working in the equipment, observe extra precaution:
  - a. Follow all safety rules.
  - b. Wear safety glasses and work gloves.
  - c. Use care in handling, rigging and moving bulky equipment

**Perform the following;**

- \_\_\_ 1. Inspect air filters. Clean or replace as necessary.
- \_\_\_ 2. Clean condenser and evaporator coil.
- \_\_\_ 3. Oil fan motor.
- \_\_\_ 4. Check refrigerant pressure.
- \_\_\_ 5. Check vibration of compressor.
- \_\_\_ 6. Check contactor and thermostat.
- \_\_\_ 7. Perform leak check and recharge as required on the refrigeration system.
- \_\_\_ 8. Perform cleaning on casing.
- \_\_\_ 9. Cleaning shall be undertaken whenever inspection indicates the need.

**REMARKS & OBSERVATIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performed by: \_\_\_\_\_

Date: \_\_\_\_\_

Maintenance Supervisor: \_\_\_\_\_

**EXHIBIT N**

EEU-13TX

**INTERNATIONAL BROADCASTING BUREAU  
PHILIPPINES TRANSMITTING STATION  
Tinang, Concepcion, Tarlac**

**Station's Air Compressor  
SMP FO 37T - Preventive Maintenance Checklist**

Compressor Type: \_\_\_\_\_ Model No.: \_\_\_\_\_  
Brand: \_\_\_\_\_ Operating Pressure: \_\_\_\_\_  
Serial No.: \_\_\_\_\_ Motor: \_\_\_\_\_  
Volts: \_\_\_\_\_ Phase: \_\_\_\_\_ HP: \_\_\_\_\_ RPM: \_\_\_\_\_

**Daily: Date/s Done:** \_\_\_\_\_

- a. Check frame oil level.
- b. Drain accumulated condensate water manually.
- c. Check for unusual noise and vibration.

**Weekly: Date/s Done:** \_\_\_\_\_

- a. Inspect and clean inlet air filter.
- b. Check exterior of intercooler.
- c. Check belt tensions of motor drives.
- d. Check cylinder cooling fins.

Remarks: \_\_\_\_\_  
Performed by: \_\_\_\_\_

**Monthly: Date/s Done:** \_\_\_\_\_

- a. Inspect oil contamination, change if necessary.
- b. Check pressure switch, low oil level switch and electric starter of driver / motor.
- c. Check crankcase heater.
- d. Check condition of compressor air inlet filter.

Remarks: \_\_\_\_\_  
Performed by: \_\_\_\_\_

**Quarterly: Dates/s Done** \_\_\_\_\_

- a. Perform monthly maintenance check.
- b. Perform equipment performance evaluation test.
- c. Take insulation resistance measurement of motor windings.  
Record results for future reference
- d. Check low level switch condition.

Remarks: \_\_\_\_\_

Performed by: \_\_\_\_\_

**Annually: Date Done** \_\_\_\_\_

- a. Perform quarterly maintenance check.
- b. Check condition of crankcase oil. Replace with fresh oil if necessary.
- c. Check/calibrate gauges and safety relief valves of receiver tanks.

Remarks: \_\_\_\_\_

Performed by: \_\_\_\_\_

**EXHIBIT O**

INTERNATIONAL BROADCASTING BUREAU  
PHILIPPINES TRANSMITTING STATION  
Facilities Maintenance Office

**Appliance Services**

Daily and Weekly Maintenance & Repair Report  
Week of (month-days-year): \_\_\_\_\_

Cleaning/Inspection/Repair of appliances.

Item	Appliance/Brand	Location	Mon	Tue	Wed	Thu	Fri	Service Remarks and Observations
1	Refrigerator (Wwhse)	Canteen						
2	Food Freezer (GE)	Canteen						
3	Range, Gas (Vulcan)	Canteen						
4	Fly Control (Flowtron)	Canteen						
5	Fly Control (Flowtron)	Canteen						
6	MW Oven (Panasonic)	Canteen						
7	Air Curtain(AC-1103)	TX Lobby						
8	Innov.Clock Cards	TX Lobby						
9	Fly Control (Flowtron)	TX Lobby						
10	Refrigerator (Wwhse)	FSO-Kitchen.						
11	MW Oven (Panasonic)	FSO-Kitchen						
12	Fly Control (Flowtron)	FSO-Kitchen						
13	Refrigerator (GE)	Fil.-Kitchen						
14	Range, Elec. (Wwhse)	Fil.-Kitchen						
15	Range Hood (WhrPI)	Fil.-Kitchen						
16	Refrigerator (GE)	TT-2-Kitchen						
17	Range, Elec.,(Wwhse)	TT-2 Kitchen						
18	Range Hood (WhrPI)	TT-2 Kitchen						
19	Shredder Machine	Mgmt. Off.						
20	Bug Killer(Imarflex)	TDY Qtrs.						
21	Washing Machine	TDY Qtrs.						
22	Dryer, Electric	TDY Qtrs.						
23	Refrigerator	PNP Barracks						
24	Fans, Electric	PNP Barracks						
25	Range, Electric	PNP Barracks						
26	Range Hood	PNP Barracks						
27	Microwave Oven	PNP Barracks						
28	Washing Machine	PNP Barracks						
29	Dryer, Electric	PNP Barracks						
	-End-							

Performed by: \_\_\_\_\_  
Appliance Technicain

**EXHIBIT P**

EEU-14TX

**INTERNATIONAL BROADCASTING BUREAU  
PHILIPPINES TRANSMITTING STATION**

Tinang, Concepcion, Tarlac

Station's Water Heater  
310 FO 48T - Preventive Maintenance Checklist

Water Heater Type: \_\_\_\_\_

Model No.: \_\_\_\_\_

Brand: \_\_\_\_\_

Operating Temperature: \_\_\_\_\_

Serial No.: \_\_\_\_\_

Capacity: \_\_\_\_\_

Volts: \_\_\_\_\_ Phase: \_\_\_\_\_

Wattage: \_\_\_\_\_

Daily: Date/s Done: \_\_\_\_\_

- a. Check hot water temperature on faucets.
- b. Check leaks on valves, fittings, faucets and water lines.

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Performed by: \_\_\_\_\_

Semi - Annually: Date Done \_\_\_\_\_

- a. Check condition of heating element.
- b. Check thermostat switch.
- c. Check magnetic starter and its designation, this shall be intact.
- d. Perform preventive maintenance check.
- e. Check parameters setting, reading and accuracy.

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Performed by: \_\_\_\_\_

**EXHIBIT Q**

EEU-27Sta  
Rev. 03/03

**INTERNATIONAL BROADCASTING BUREAU  
PHILIPPINES TRANSMITTING STATION  
TINANG, CONCEPCION, TARLAC**

Facilities Maintenance Office

**WATER UTILITY SYSTEM**

Weekly Maintenance and Operation Report

Month/Year: \_\_\_\_\_

WATER CONSUMPTION in GALLONS						
Date	Day	Time		Reading		Total Gallons
		am	pm	am	pm	
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					

Two WATER Reservoirs One Pneumatic Tank Levels	Monday		Tuesday		Wednesday		Thursday		Friday	
	am	pm	Am	pm	am	pm	am	pm	am	pm
Storage Tank #1 Level										
Storage Tank #2 Level										
Pneumatic Tank Level										

FILTRATION	Monday	Tuesday	Wednesday	Thursday	Friday
Sand Filter #1					
Sand Filter #2					
Carbon Filter					
Softener Tank #1					
Softener Tank #2					
Brine Tank Water Level					
Brine Tank Salt Level					

PUMP OPERATION	Monday	Tuesday	Wed.	Thurs.	Friday
DWP #1 (West TX compd.)					
DWP #2 (North Field)					
DWP #3 (West Field)					
DWP #4 (TT-2 compd.)					
DPW #5 (Gate 1)					
DWP #6 (PNP Compd.)					
Booster Pump #1					
Booster Pump #2					
Booster Pump #3					
Air Compressor #1					
Air Compressor #2					

Repair and Preventive Maintenance Done: \_\_\_\_\_

**EXHIBIT Q.1**

**INTERNATIONAL BROADCASTING BUREAU  
PHILIPPINES TRANSMITTING STATION  
TINANG, CONCEPCION, TARLAC  
Facilities Maintenance Office**

**WATER UTILITY SYSTEM 310 FO 06T**

Weekly Maintenance and Operation Report  
Month/Year: \_\_\_\_\_

Water T E S T	Monday		Tuesday		Wednesday		Thursday		Friday	
Date										
<b>Chlorine Test</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>
<b>Before Carbon Filter</b>										
<b>Pneumatic Tank</b>										
<b>Canteen</b>										
<b>FMO Bldg.</b>										
<b>TX Bldg.</b>										
<b>Chlorine feed Adjustment (before)</b>										
<b>Chlorine feed Adjustment (after)</b>										
<b>PH Test</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>
<b>Pneumatic Tank</b>										
<b>Canteen</b>										
<b>FMO Bldg.</b>										
<b>TX Bldg.</b>										
<b>Hardness/Softness</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>
<b>Canteen</b>										
<b>FMO Bldg.</b>										
<b>TX Bldg.</b>										
<b>TDY Quarters</b>										
<b>TDS Test</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>	<b>0830</b>	<b>1600</b>
<b>Pneumatic Tank</b>										
<b>Canteen</b>										
<b>FMO Bldg.</b>										
<b>TX Bldg.</b>										

Repair and preventive maintenance done: \_\_\_\_\_

**EXHIBIT R**  
**BROADCASTING BOARD OF GOVERNORS**  
PHILIPPINES TRANSMITTING STATION  
TINANG, CONCEPCION, TARLAC

**Switchbay Maintenance**  
30-FO-15 (T)- Preventive Maintenance Checklist

Date last Serviced : \_\_\_\_\_ Date Start Service: \_\_\_\_\_ Date Finished: \_\_\_\_\_

Equipment Name/Designation : \_\_\_\_\_

**SAFETY PRECAUTION:** Assume all antenna transmission lines and matrix are energized until they have been opened, tagged and grounded. SEE SOP FO-A-01- SAFETY PROCEDURES TO BE PERFORMED PRIOR TO ANY ANTENNA OR TOWER MAINTENANCE.

Frequency Maintenance: *Daily, Weekly, Annually:*

**PERFORMED THE FOLLOWING:**

Switch-bay consisting of 4 bays with 402 modules and switches. Performed Corrective/Maintenance of RF switches and module in time of giving hours with numbers of RF Cross Point on maintenance hours and follow the frequency scheduled. The maintenance is two and one half (2-1/2) hours Monday to Friday and the Contractor responsible assisted the FSN rigger during emergency work on weekend ( Saturday and Sunday).

Daily:

1. Corrective Maintenance
2. Cleaning of interior and exterior of duct module.
3. Check alignment of all contacts
4. Polishing of sign arcing
5. Check alignment of motor and actuator

Weekly:

1. Cleaning of Entrance ducts and Teflon barrier.
2. Check connection of jumpers and entrance pipe conductors.
3. Sweeping of cobweb under neat of module.

Annual:

1. Recondition all RF switches all conductors long and short pipe and coupling.
2. Re-greasing of actuator shell
3. Touch-up paint of rusted structural beam
4. Recondition maintenance platform

A summary of field report explaining deficiencies and suggesting maintenance. Each checklist item is marked with either NA ( *not applicable* ), S ( *satisfactory* ), X ( *defective* ) or R ( *recommended* ).

- |                              |                                    |
|------------------------------|------------------------------------|
| _____ 1. RF long ducts       | _____ 7. RF Blade adapter          |
| _____ 2. RF short ducts      | _____ 8. RF Conductor switch       |
| _____ 3. RF long Conductors  | _____ 9. RF Finger Contact         |
| _____ 4. RF short conductors | _____ 10. RF Ground finger contact |
| _____ 5. RF Couplings        | _____ 11. RF Side panel            |
| _____ 6. RF switch assembly  | _____ 12. RF Top shield            |

- |   |  |
|---|--|
| _____ 13. RF bottom shield                  | _____ 28. Modification Cross bar Teflon insulators |
| _____ 14. RF Band Connectors                | _____ 29. Column assembly                          |
| _____ 15. RF Termination ducts              | _____ 30. Modification Column Assy.                |
| _____ 16. RF Entrance bay duct              | _____ 31. Teflon Rod                               |
| _____ 17. RF Attachment side panel          | _____ 32. Motor RAMCOR                             |
| _____ 18. RF Top cover                      | _____ 33. Motor Dielectric                         |
| _____ 19. RF Twist line conductors          | _____ 34. Actuator Assembly, RAMCOR                |
| _____ 20. RF Single Contact                 | _____ 35. Actuator Assembly, dielectric            |
| _____ 21. RF Double Blade Contact           | _____ 36. Fasteners                                |
| _____ 22. Stand Off Insulators              | _____ 37. Bolts                                    |
| _____ 23. Modification Stand Off Insulators | _____ 38. Platform                                 |
| _____ 24. Candle stick Insulators           |  |
| _____ 25. Middle Insulators                 |  |
| _____ 26. Cross Bar Insulators thru         |  |
| _____ 27. Cross Bar Insulators turn         |  |

REMARKS & OBSERVATION:

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Inspector : \_\_\_\_\_  
Date : \_\_\_\_\_

Maintenance Supervisor: \_\_\_\_\_

**EXHIBIT R.1**

**BROADCASTING BOARD OF GOVERNORS  
PHILIPPINES TRANSMITTING STATION  
TINANG, CONCEPCION, TARLAC**

**Maintenance of High Frequency Curtain Antenna  
30-FO-15 (T)- Preventive Maintenance Checklist**

Date last Serviced : \_\_\_\_\_ Date Start Service: \_\_\_\_\_ Date Finished: \_\_\_\_\_

Equipment Name/Designation : \_\_\_\_\_  
\_\_\_\_\_

**SAFETY PRECAUTION:** Assume all antenna transmission lines and matrix are energized until they have been opened, tagged and grounded. SEE SOP FO-A-01- SAFETY PROCEDURES TO BE PERFORMED PRIOR TO ANY ANTENNA OR TOWER MAINTENANCE.

Frequency Maintenance: *Annual*

A summary of field report explaining deficiencies and suggesting maintenance. Each checklist item is marked with either *NA ( not applicable)*, *S ( satisfactory )*, *X ( defective )* or *R (recommended)*

The antenna structural and curtain elements and antenna hardware should be inspected periodically using binoculars or by climbing the tower for inspection:

**PERFORMED THE FOLLOWING:**

**TOWER SUBSYSTEM:**

- |                           |                               |
|---------------------------|-------------------------------|
| _____ 1. Legs, Splice     | _____ 9. Railing              |
| _____ 2. Strut            | _____ 10. Roller Guides       |
| _____ 3. Diagonals        | _____ 11. Sheaves             |
| _____ 4. Gusset Plates    | _____ 12. Out riggers         |
| _____ 5. Connection       | _____ 13. Foundations         |
| _____ 6. Ladder Cages     | _____ 14. Insulators          |
| _____ 7. Safety Climb     | _____ 15. Spreader Stabilizer |
| _____ 8. Platform Grating |                               |

**FIXED TOP HAT ANTENNA SUBSYSTEM:**

- |                                |                           |
|--------------------------------|---------------------------|
| _____ 1. Wire Conductors       | _____ 6. Service Cable    |
| _____ 2. Jumpers, Clamps       | _____ 7. Counter weight   |
| _____ 3. Insulators            | _____ 8. Turnbuckles      |
| _____ 4. Feeds, Feed cage ring | _____ 9. Splice preformed |
| _____ 5. Catenary cable        |                           |

**GUY SUBSYSTEM:**

- |                                |                        |
|--------------------------------|------------------------|
| _____ 1. Insulators connection | _____ 5. Hairpins      |
| _____ 2. Guy Connection        | _____ 6. Pullup Plates |
| _____ 3. Guy Anchors           | _____ 7. Dampers, Bell |
| _____ 4. Grounding             | _____ 8. Bridge Socket |

**PAINT:**

- \_\_\_\_\_ 1. No. of Bands
- \_\_\_\_\_ 2. Coverage
- \_\_\_\_\_ 3. Condition

**OTHER SUBSYSTEM:**

- \_\_\_\_\_ 1. Obstruction lighting
- \_\_\_\_\_ 2. Controls
- \_\_\_\_\_ 3. Conduit, J Boxes
- \_\_\_\_\_ 4 Beacon Housing
- \_\_\_\_\_ 5. Fixtures

**REMARKS & OBSERVATION:**

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Inspector : \_\_\_\_\_  
Date : \_\_\_\_\_

Maintenance Supervisor: \_\_\_\_\_

**EXHIBIT R.2**  
**BROADCASTING BOARD OF GOVERNORS**  
**PHILIPPINES TRANSMITTING STATION**  
**TINANG, CONCEPCION, TARLAC**

**Rhombic Tower and Antenna**  
**310-FO-18 (T)- Preventive Maintenance Checklist**

Date last Serviced : \_\_\_\_\_ Date Service: \_\_\_\_\_

Equipment Name/Designation: \_\_\_\_\_

**SAFETY PRECAUTION:** Assume all antenna transmission lines and matrix are energized until they have been opened, tagged and grounded. SEE SOP FO-A-01- SAFETY PROCEDURES TO BE PERFORMED PRIOR TO ANY ANTENNA OR TOWER MAINTENANCE.

Frequency Maintenance: *Semi-Annual Maintenance*

Perform the following:

Using binoculars, if necessary, inspect antenna carefully, looking for broken insulators, inspect open wire transmission line for broken missing spacers insulators. Check lead wire and dissipation line and sag of guy lines.

Tensioning the guy wire and re-plumbing the towers if necessary.

Reviving drainage at submerged guy anchors foundation.

A summary of field report explaining deficiencies and suggesting maintenance. Each checklist item is marked with an NA ( not applicable ) S ( satisfactory ) X ( defective ) R ( recommended ).

- \_\_\_\_\_ 1. Transmission line
- \_\_\_\_\_ 2. Curtain Element
- \_\_\_\_\_ 3. Insulators
- \_\_\_\_\_ 4. Tower lights
- \_\_\_\_\_ 5. Guy Wires
- \_\_\_\_\_ 6. Tower Legs
- \_\_\_\_\_ 7. Diagonal brace
- \_\_\_\_\_ 8. Turn buckle
- \_\_\_\_\_ 9. Guy air pin
- \_\_\_\_\_ 10. Anchor guy
- \_\_\_\_\_ 11. Dissipation line

REMARKS & OBSERVATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector : \_\_\_\_\_

Date : \_\_\_\_\_

Maintenance Supervisor: \_\_\_\_\_

**EXHBIT R.3**

**BROADCASTING BOARD OF GOVERNORS  
PHILIPPINES TRANSMITTING STATION  
TINANG, CONCEPCION, TARLAC**

**Transmission Line Maintenance  
310-FO-16 (T)- Preventive Maintenance Checklist**

Date last Serviced : \_\_\_\_\_ Date Service: \_\_\_\_\_

Equipment Name/Designation : \_\_\_\_\_  
\_\_\_\_\_

**SAFETY PRECAUTION:** Assume all antenna transmission lines and matrix are energized until they have been opened, tagged and grounded. SEE SOP FO-A-01- SAFETY PROCEDURES TO BE PERFORMED PRIOR TO ANY ANTENNA OR TOWER MAINTENANCE.

Frequency Maintenance: *Annual*

A summary of field report explaining deficiencies and suggesting maintenance. Each checklist item is mark with either NA ( *not applicable* ), S ( *satisfactory* ), X ( *defective* ) or R ( *recommended* ).

Perform the following:

1. Clean all foreign materials from transmission line.
2. Check for loose connection and cracks, check insulators, and replace rusted cotter pin & other hardware.
3. Galvanized painting of rusted diagonal bracing, structural beam post
4. Check damaged copperweld lines.
5. Inspection of Transmission line pipe of ducted line on Transmitter Building .
6. Inspection of slewer switches.

- |                                       |  |
|---------------------------------------|--|
| _____ 1. Copper weld wire             | _____ 11. Port Connectors                    |
| _____ 2. Equipotential Clamps         | _____ 12. Pipe Conductors                    |
| _____ 3. Insulators                   | _____ 13. Teflon Spacers                     |
| _____ 4. Diagonals                    | _____ 14. Teflon Barrier                     |
| _____ 5. Links                        | _____ 15. Double Union Connector             |
| _____ 6. Turn buckle and Safety lock. | _____ 16. Feed Thru Insulators               |
| _____ 7. Cotter pin                   | _____ 17. Jumpers                            |
| _____ 8. Galvanized paint             | _____ 18. Slewer Boxes                       |
| _____ 9. Beam post                    | _____ 19. Output duct – Transmitter Building |
| _____ 10. Corona rings                |  |

REMARKS & OBSERVATION:

\_\_\_\_\_  
\_\_\_\_\_

Inspector : \_\_\_\_\_  
Date : \_\_\_\_\_

Maintenance Supervisor: \_\_\_\_\_

**EXHIBIT R.4**

**BROADCASTING BOARD OF GOVERNORS  
PHILIPPINES TRANSMITTING STATION  
TINANG, CONCEPCION, TARLAC**

**Tower and Transmission Line Maintenance  
310-FO-14 (T)- Preventive Maintenance Checklist**

Date last Serviced : \_\_\_\_\_ Date Service: \_\_\_\_\_

Equipment Name/Designation : \_\_\_\_\_

**SAFETY PRECAUTION:** Assume all antenna transmission lines and matrix are energized until they have been opened, tagged and grounded. SEE SOP FO-A-01- SAFETY PROCEDURES TO BE PERFORMED PRIOR TO ANY ANTENNA OR TOWER MAINTENANCE.

Frequency Maintenance: *Weekly*

A summary of field report explaining deficiencies and suggesting maintenance. Each checklist item is mark with either NA ( *not applicable* ), S ( *satisfactory* ), X ( *defective* ) or R ( *recommended* ).

Perform the following:

1. Visual inspect all towers, guy lines and transmission lines.
2. Report all major antenna discrepancies to the Facilities Supervisor.
3. Inspection of tower and antenna lighting system.

- \_\_\_\_\_ a. Transmission line
- \_\_\_\_\_ b. Insulators
- \_\_\_\_\_ c. Antenna Curtain
- \_\_\_\_\_ d. Antenna towers
- \_\_\_\_\_ e. Beacon lights
- \_\_\_\_\_ f. Traffic lights

**REMARKS & OBSERVATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector : \_\_\_\_\_  
Date : \_\_\_\_\_

Maintenance Supervisor: \_\_\_\_\_

**End of Section D**

**Section E -- Solicitation Provisions**

**E.1 52.212-1 INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS. (JAN 2005)**

(a) *North American Industry Classification System (NAICS) code and small business size standard.* The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) *Submission of offers.* Submit signed and dated offers to the office specified below at or before the exact time specified in this solicitation.

**PLEASE SEND THE PROPOSALS TO:**

**For International Mail:**

STATION MANAGER  
IBB/PTS  
AMERICAN EMBASSY  
P.O. BOX 151, CPO 1099  
1050 MANILA, PHILIPPINES

**For Courier (DHL, FEDEX, UPS)**

STATION MANAGER  
INTERNATIONAL BROADCASTING BUREAU  
PHILIPPINES TRANSMITTING STATION  
TINANG, CONCEPCION  
2316 TARLAC, PHILIPPINES  
TEL. NOS.: (63) (45) 982-0254, 982-0255, 982-3443  
FAX NOS.: (63) (45) 982-1402

Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show --

- (1) The solicitation number;
- (2) The time specified in the solicitation for receipt of offers;
- (3) The name, address, and telephone number of the offeror;
- (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- (5) Terms of any express warranty;
- (6) Price and any discount terms;
- (7) "Remit to" address, if different than mailing address;

(8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(j) for those representations and certifications that the offeror shall complete electronically);

(9) Acknowledgment of Solicitation Amendments;

(10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and

(11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) *Period for acceptance of offers.* The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) *Product samples.* When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during pre-award testing.

(e) *Multiple offers.* Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) *Late submissions, modifications, revisions, and withdrawals of offers.*

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the

solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) *Contract award (not applicable to Invitation for Bids)*. The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) *Multiple awards*. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) *Availability of requirements documents cited in the solicitation*.

(1)(I) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--

GSA Federal Supply Service Specifications Section  
Suite 8100  
470 L'Enfant Plaza, SW  
Washington, DC 20407  
Telephone (202) 619-8925  
Facsimile (202) 619-8978)

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (I)(1)(I) of this provision. Additional copies will be issued for a fee.

(2) The DoD Index of Specifications and Standards (DoDISS) and documents listed in it may be obtained from the--

Department of Defense Single Stock Point (DoDSSP)  
Building 4, Section D  
700 Robbins Avenue  
Philadelphia, PA 19111-5094  
Telephone (215) 697-2667/2179  
Facsimile (215) 697-1462.

(i) Automatic distribution may be obtained on a subscription basis.

(ii) Order forms, pricing information, and customer support information may be obtained--

(A) By telephone at (215) 697-2667/2179; or

(B) Through the DoDSSP Internet site at <http://www.assist.daps.mil>.

(3) Non-government (voluntary) standards must be obtained from the organization responsible for their preparation, publication or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$25,000, and offers of \$25,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS+4" followed by the DUNS or DUNS+4 number that identifies the offeror's name and address. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) *Debriefing*. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

- (1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
- (2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (4) A summary of the rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

**(End of Provision)**

E.2 ADDENDUM TO FAR 52.212-1  
None

E.3 52.212-2 EVALUATION--COMMERCIAL ITEMS. (JAN 1999)

(a) **The contract award shall be made to that responsible Offeror whose offer represents the best value to the Government.** The Government shall determine the best value based on the Technical, Past Performance, and Cost/Price Factors and any corresponding subfactors, if applicable, described in this document and the decisional rules set forth below. Technical Approach is more important than Past Performance; when combined, Technical Approach and Past Performance are equal to cost or price.

(b) The Government intends to award the contract on the basis of offers received as a result of the combined synopsis/solicitation, without any further discussions. Notwithstanding its plan to award without discussions, the Government reserves the right to conduct discussions with Offerors in a competitive range, if needed, and to permit such Offerors to revise their proposals. Per FAR 15.306(c)(2), the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that

will permit an efficient competition among the most highly rated proposals.

**(c) The Government reserves the right to make an award to other than the lowest priced offer or to make an award to other than the offer with the highest technical rating/best risk assessment if the Contracting Officer determines that to do so would result in the best value to the Government.**

(d) Decisional Rule – Tradeoff The Government intends to rank the Offerors by making a series of comparisons among the Offerors (using the technical rating, technical risk assessment, past performance risk assessment, and evaluated price), trading off the differences in the non-price factors (technical, and past performance) against the difference in price as follows:

(1) If one Offeror represents the best mix of rating and risk and has the lowest evaluated price, the Government shall consider that Offeror to be the best value.

(2) If one Offeror represents the best mix of rating and risk but does not have the lowest evaluated price, then the Government shall decide whether the difference in rating and risk between the Offerors being compared is worth the difference in cost/price. If the Government determines the difference in rating and risk to be worth the difference in evaluated price, then the Government shall determine that Offeror to be the best value. If not, then the Offeror with the lower evaluated price may be the best value subject to further trade-offs analysis among the other Offerors. The Government shall continue to make paired comparisons in this way until the Government decides which Offeror represents the best value to the Government.

(e) Offerors are hereby notified that the subcontracting evaluation required by FAR 15.305 (a) (5) will not be performed. The Offeror's past performance/experience related to compliance with subcontracting plan goals for small disadvantaged business (SDB) concerns (see FAR Subpart 19.7), monetary targets for SDB participation (see FAR Subpart 19.1202), or notifications submitted under FAR Subpart 19.1202-4(b) is irrelevant since these requirements pertain to bundled contracts, and as such, are not applicable to this procurement.

(f) Offerors are hereby notified that best value selection will be based upon the fact that the combined weight of technical approach and past performance factors will be 50% of the total rating and that cost or price will be 50% of the total rating. Factors will be broken out and weighted as follows:

1. Technical Approach (as described in Written Proposal)  
30% of total rating.
2. Past Performance (based on References provided in Written Proposal)  
20% of total rating.
3. Price (Based on Price Proposal, Refer to Section B)  
50% of total rating.

(g) Offerors are hereby notified that they must submit a Written Technical Proposal addressing the two criteria shown below.

1. Technical Approach (60% of the Technical Score, 30% of the Overall Score): The Offeror's Written Technical Proposal will be evaluated on how well it responds to the technical requirements of the RFP. The Government will assess the feasibility of the Offeror's technical approach and the safety plan (required by Section D.1.15.7, Safety) in order to determine if the Offeror has the ability to successfully perform the work specified in the SOW. Offerors shall include resumes or other descriptive data related to the personnel being proposed for the driver/mechanic and rigger positions to enable the government to evaluate their qualifications against the "Personnel Qualification Requirements" shown in Section C.7.4 above.

2. Past Performance (40% of the Technical Score, 20% of the Overall Score): The Offeror shall provide contact information for existing or past customers, which the Contracting Officer will use to assess the quality of the experience cited in the Offeror's initial submission. Contacts must be reachable and reply within 72 hours or their information may not be used.

(i) The technical approach portion of the written proposal will be evaluated qualitatively and an adjectival rating will be assigned to reflect the offeror's ability to meet the BBG requirements. In addition to the qualitative technical rating, the technical approach portion of the written proposal will also be subjected to a risk assessment using the terms "low, medium and high risk" to identify the level of probability of an undesirable event occurring as a result of the offeror's proposed approach and as a measure of the significance of that occurrence on the BBG mission.

(j) Pursuant to FAR Subpart 15.305(a)(2)(iii), the Offeror's Past Performance will be evaluated taking into account past performance information regarding predecessor companies, or subcontractors that will perform major or critical aspects of the requirement. Offerors are hereby notified that Past Performance shall be subject to a risk assessment and shall be limited to the relevant experience of the Offeror. In assessing past performance, no adjectival rating will be assigned and only risk will be evaluated using the following adjectives: Very Low, Low, Moderate, High, or Unknown.

(k) Offerors are required to furnish both firm-fixed-prices and hourly rates by completing a Price Proposal (Refer to Section B). The "bottom line" Price Proposal Total Price from Section B will be used in determining the Offeror's proposed price for comparison, evaluation and award purposes. Offerors shall submit a completed Section B (one original and no copies) packaged separately from their written Technical Proposal.

(l) Options. The Government will evaluate offers for award purposes by including only the unit prices for the basic requirement as applied in the Price Proposal (Section B). Option unit prices and Ceiling Prices are subject to price predetermination, but will not be included in the evaluation for award purposes, except as indicated herein. Including optional unit prices and Ceiling Prices in the schedule does not obligate the Government to invoke the options.

(m) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

**(End of provision)**

E.4 52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--  
COMMERCIAL ITEMS. (JAN 2005)

An offeror shall complete only paragraph (j) of this provision if the offeror has completed the annual representations and certifications electronically at <http://orca.bpn.gov>. If an offeror has not completed the annual representations and certifications electronically at the ORCA website, the offeror shall complete only paragraphs (b) through (i) of this provision.

(a) *Definitions.* As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor," means all work or service-

- (1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or
- (2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

"Service-disabled veteran-owned small business concern"-

- (1) Means a small business concern--
  - (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
  - (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

- (2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and size standards in this solicitation.

"Veteran-owned small business concern" means a small business concern--

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

- (1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

*(b) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)*

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) *Taxpayer Identification Number (TIN).*

☐ TIN: \_\_\_\_\_.

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other \_\_\_\_\_.

(5) Common parent.

☐ Offeror is not owned or controlled by a common parent;

☐ Name and TIN of common parent:

Name \_\_\_\_\_

TIN \_\_\_\_\_

(c) Offerors must complete the following representations when the resulting contract will be performed in

the United States or its outlying areas. Check all that apply.

(1) *Small business concern.* The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.

(2) *Veteran-owned small business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents as part of its offer that it ☐ is, ☐ is not a veteran-owned small business concern.

(3) *Service-disabled veteran-owned small business concern.* [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.] The offeror represents as part of its offer that it ☐ is, ☐ is not a service-disabled veteran-owned small business concern.

(4) *Small disadvantaged business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, for general statistical purposes, that it ☐ is, ☐ is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) *Women-owned small business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it ☐ is, ☐ is not a women-owned small business concern.

**Note:** Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) *Women-owned business concern (other than small business concern).* [Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it ☐ is a women-owned business concern.

(7) *Tie bid priority for labor surplus area concerns.* If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

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(8) *Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program.* [Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.]

(i) [Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the four designated industry groups (DIGs).] The offeror represents as part of its offer that it ☐ is, ☐ is not an emerging small business.

(ii) [Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or four designated industry groups (DIGs).] Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the

solicitation is expressed in terms of annual receipts).

(Check one of the following):

Number of Employees      Average Annual Gross  
   Revenues

<input type="checkbox"/> 50 or fewer	<input type="checkbox"/> \$1 million or less
<input type="checkbox"/> 51-100	<input type="checkbox"/> \$1,000,001-\$2 million
<input type="checkbox"/> 101-250	<input type="checkbox"/> \$2,000,001-\$3.5 million
<input type="checkbox"/> 251-500	<input type="checkbox"/> \$3,500,001-\$5 million
<input type="checkbox"/> 501-750	<input type="checkbox"/> \$5,000,001-\$10 million
<input type="checkbox"/> 751-1,000	<input type="checkbox"/> \$10,000,001-\$17 million
<input type="checkbox"/> Over 1,000	<input type="checkbox"/> Over \$17 million

(9) [Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, or FAR 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.]

(i) General. The offeror represents that either-

(A) It ☐ is, ☐ is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It ☐ has, ☐ has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) ☐ *Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns*. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(9)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture:\_\_\_\_\_.]

(10) *HUBZone small business concern*. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, as part of its offer, that-

(i) It ☐ is, ☐ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or

concerns that are participating in the joint venture: \_\_\_\_\_.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(d) *Representations required to implement provisions of Executive Order 11246-*

- (1) Previous contracts and compliance. The offeror represents that-
- (i) It ☐ has, ☐ has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and
  - (ii) It ☐ has, ☐ has not filed all required compliance reports.
- (2) Affirmative Action Compliance. The offeror represents that-
- (i) It ☐ has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR parts 60-1 and 60-2), or
  - (ii) It ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) *Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352).* (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) *Buy American Act Certificate.* (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act-Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act-Supplies."

(2) Foreign End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g) (1) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate.* (Applies only if the clause at FAR 52.225-3, Buy American Act-Free Trade Agreements-Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation

entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act."

(ii) The offeror certifies that the following supplies are end products of Australia, Canada, Chile, Mexico, or Singapore, or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act":

End Products of Australia, Canada, Chile, Mexico, or Singapore or Israeli End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate, Alternate I (Jan 2004)*. If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act":

Canadian End Products:

Line Item No.
_____
_____
_____

[List as necessary]

(3) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate, Alternate II (Jan 2004)*. If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act":

Canadian or Israeli End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(4) *Trade Agreements Certificate*. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made or designated country end products.

Other End Products

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) *Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549)*. (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals-

(1) ☐ Are, ☐ are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; and

(2) ☐ Have, ☐ have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(3) ☐ Are, ☐ are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) *Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126)*. [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed end products.

Listed End Product	Listed Countries of Origin
_____	_____
_____	_____
_____	_____

[List as necessary]

*(2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]*

☐ (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

☐ (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) (1) Annual Representations and Certifications. Any changes provided by the offeror in paragraph (j) of this provision do not automatically change the representations and certifications posted on the Online Representations and Certifications Application (ORCA) website.

(2) The offeror has completed the annual representations and certifications electronically via the ORCA website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications-Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs \_\_\_\_\_.

*[Offeror to identify the applicable paragraphs at (b) through (i) of this provision that the offeror has completed for the purposes of this solicitation only, if any.]*

*These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.*

*Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.]*

**(End of provision)**

*Alternate I (Apr 2002).* As prescribed in 12.301(b)(2), add the following paragraph (c)(11) to the basic provision:

(11) (Complete if the offeror has represented itself as disadvantaged in paragraph (c)(4) or (c)(9) of this provision.)

[The offeror shall check the category in which its ownership falls]:

\_\_\_\_\_ Black American.

\_\_\_\_\_ Hispanic American.

\_\_\_\_\_ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

\_\_\_\_\_ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

\_\_\_\_\_ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

\_\_\_\_\_ Individual/concern, other than one of the preceding.

*Alternate II (Oct 2000).* As prescribed in 12.301(b)(2), add the following paragraph (c)(9)(iii) to the basic provision:

(iii) Address. The offeror represents that its address ☐ is, ☐ is not in a region for which a small disadvantaged business procurement mechanism is authorized and its address has not changed since its certification as a small disadvantaged business concern or submission of its application for certification. The list of authorized small disadvantaged business procurement mechanisms and regions is posted at <http://www.arnet.gov/References/sdbadjustments.htm>. The offeror shall use the list in effect on the date of this solicitation. "Address," as used in this provision, means the address of the offeror as listed on the Small Business Administration's register of small disadvantaged business concerns or the address on the completed application that the concern has submitted to the Small Business Administration or a Private Certifier in accordance with 13 CFR part 124, subpart B. For joint ventures, "address" refers to the address of the small disadvantaged business concern that is participating in the joint venture.

**(End of provision)**

**[End of Section E]**

**END OF SOLICITATION**